

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



February 18, 1994

ALL COUNTY LETTER NO. 94-16

Reason for this Transmittal

- ☒ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☐ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY GAIN COORDINATORS

SUBJECT: IMPLEMENTATION OF THE CAL-LEARN PROGRAM

This letter is to assist in the implementation of the Cal-Learn Program which was established with the passage of Senate Bill (SB) 35 (Chapter 69, Statutes of 1993) and SB 1078 (Chapter 1252, Statutes of 1993). The Cal-Learn Program serves pregnant and custodial teen parents under the age of 19 who have not obtained a high school diploma and are receiving Aid to Families with Dependent Children (AFDC). The Cal-Learn Program provides fiscal incentives and disincentives as well as needed supportive services and intensive case management to encourage these teen parents to stay in or return to school and graduate.

Emergency regulations for the Cal-Learn Program will be filed with the Secretary of State and become effective April 1, 1994, pending final approval of the necessary federal waivers. We expect final approval of these waivers within the next two weeks. We are providing the enclosed draft emergency regulations to assist you in planning and preparing for implementation. We will notify you when the emergency regulations are approved by the State Office of Administrative Law and a copy of the adopted regulations will be provided as soon as they are available.

Training on the Cal-Learn Program will be provided at the end of February at five sites throughout the state. Training will be held in Sacramento, Redding, San Francisco, Fresno and Diamond Bar in Los Angeles County. Specific dates, locations and times have been provided in a separate letter with specific training information. A Question and Answer ACL will follow the training to address issues raised during the implementation period and the training sessions.

## GUIDELINES

This letter provides specific instructions and materials necessary for the implementation of the Cal-Learn Program. Enclosed are the following materials:

- o A draft of the emergency regulations;
- o Cal-Learn Notice of Action (NOA) Message documents with instructions and NOA forms;
- o AFDC/Cal-Learn NOA Message documents;
- o Cal-Learn forms;
- o Supportive Services NOAs Quick Reference Guide;
- o Program Flow Chart; and
- o The Model Contract.

The NOAs and forms translated into Spanish and the four standard Asian languages will also be sent to the County Forms Coordinators by the Language Services Bureau under separate cover.

### Cal-Learn County Plan

Beginning March 1, 1994, counties may submit a Cal-Learn County Plan. Cal-Learn Planning Guidelines for Fiscal Year 1993/94 will be sent to counties in a separate letter. Section 42-767 of the emergency regulations defines what must be included in the Cal-Learn County Plan. Counties must coordinate with Adolescent Family Life Program (AFLP) providers and/or local health agencies in their planning process. Counties must submit the Cal-Learn County Plan to CDSS, Employment Policy Section for review and approval. If a county is not contracting with an AFLP provider for Cal-Learn case management services, the County Plan must include information regarding case management protocols (procedures) pursuant to guidelines established by the California Department of Health Services (CDHS). This information will be reviewed and approved by CDHS. The California Department of Social Services (CDSS) and CDHS, if necessary, will approve or deny the Plan no later than 60 days from the time the Plan is received.

### Implementation

If a county has an approved GAIN teen parent program, the county can continue to operate its GAIN teen parent program until the county has an approved Cal-Learn Program. At that time, the county will begin to phase those teen parents into the Cal-Learn Program and the GAIN teen parent program will cease.

Counties may phase in eligible teen parents or bring them all in at one time. The Cal-Learn phase-in process must be identified in the Cal-Learn County Plans. All eligible teens must be brought into the Cal-Learn Program within 12 months from the time the county implements its Cal-Learn Program but no later than September 1, 1995 regardless of when the county begins the Cal-Learn Program.

#### Informing Requirements

Counties must inform the caretaker relative and the pregnant or custodial teen parent of the Cal-Learn Program as soon as the county's Cal-Learn County Plan is approved and the county is ready to bring the teen parent into the Program. The informing requirements are provided in Section 42-764 of the emergency regulations.

Teen parents will be provided the program requirements both orally and in writing at the time of the Cal-Learn Program Orientation. Program Orientation may be a separate activity or it can be combined with the development of the teen parent's report card schedule and supportive services plan.

#### Eligibility

The Cal-Learn Program requires participation for all eligible teen parents. Teen parents in both their own or their caretaker relatives' assistance units (AUs) must participate in the Cal-Learn Program. The Cal-Learn eligibility requirements are defined in Section 42-763.1 of the emergency regulations.

Custodial teen parents are teen parents living in the same AU as their child. In those situations where both the teen mother and teen father are in the same AU and meet all eligibility requirements, they both must participate in the Cal-Learn Program.

A teen parent eligible for Cal-Learn who is working and not attending school will not be exempt or deferred from the Cal-Learn Program. The teen parent must attend school full-time in a program which leads to a high school diploma or its equivalent.

Teen parents will only be eligible for the Cal-Learn Program as long as they are eligible for and are receiving AFDC. When the teen parent turns 19 years of age or graduates from high school or its equivalent, the teen parent will transition to the GAIN Program.

### Bonuses and Sanctions

The Cal-Learn Program will provide bonuses or impose sanctions to encourage teen parents to return to school and earn a diploma or its equivalent. Teen parents who make satisfactory progress in school will be eligible to earn up to four \$100 bonuses a school year. In addition, upon graduation from high school or its equivalent, a teen parent will receive a \$500 bonus. A teen parent's AU will be subject to a \$100 sanction for up to four report card periods in which the teen parent fails to make adequate progress. Sanctions will be apportioned equally over two consecutive months.

### Supportive Services

The Cal-Learn Program will provide supportive services and intensive case management. The supportive services will include child care, transportation and ancillary expenses. Case management will be modeled on the AFLP standards. The scope of services include linking each teen parent to needed health and social services available in the teen parent's community.

### Contracting for Case Management

The Model Contract is being provided to counties to assist in developing a contract for case management. Statute requires CDSS to provide counties a Model Contract for contracting for case management services. Statute also requires counties to contract with AFLP providers for case management services with certain exceptions. The exceptions are: (1) when the AFLP services are not available; (2) the AFLP provider is not cost effective; or (3) if the county has an existing GAIN teen parent program operating under an approved GAIN County Plan.

When case management services are provided by the county or another agency other than a AFLP provider, the case management services must conform to the AFLP standards and scope of services. They also must be designed with the cooperation of the local county health agency and approved by CDHS. The Cal-Learn County Plan submitted to CDSS will contain the information to be approved by CDHS.

### Fiscal Claiming

Detailed claiming instructions for the Cal-Learn Program will follow shortly in a separate County Fiscal Letter. If there are any questions about fiscal claiming, please call the Fiscal Policy and Procedures Bureau, Administrative Policy Unit at (916) 657-3440 or (CALNET) 8-437-3440.

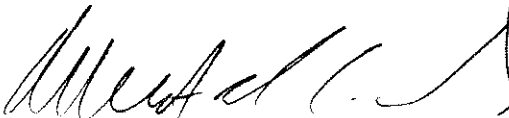
Food Stamps

For Food Stamp Program purposes, the \$100 and \$500 bonus payments under the Cal-Learn Program will be considered exempt from income as nonrecurring lump sum payments. (See Manual of Policies and Procedures (MPP) 63-502.2(j).) They will be counted as a resource in the month received as specified in MPP 63-501.111. If a teen parent's AU has his/her AFDC grant reduced as a result of a Cal-Learn sanction, Food Stamp benefits will be determined based on the actual amount of the AFDC grant as specified in MPP 63-502.14.

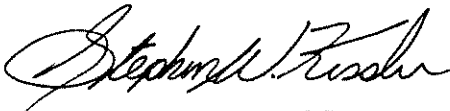
Medi-Cal

For the purpose of Medi-Cal, the Cal-Learn bonus will be excluded as income and property (resource) in the month the bonus is received for the purpose of determining Medi-Cal eligibility as long as the teen parent is a recipient of AFDC in the month the bonus is received.

If you have any questions or need any assistance regarding the implementation the Cal-Learn Program or the enclosed materials, please contact the Cal-Learn Unit at (916) 654-1424.



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Enclosures

c: CWDA  
CDHS

**CAL-LEARN PROGRAM**

**DRAFT EMERGENCY REGULATIONS**

SECTION 42-762	INTRODUCTION TO THE CAL-LEARN PROGRAM
SECTION 42-763	CAL-LEARN PROGRAM ELIGIBILITY AND PROGRAM PARTICIPATION REQUIREMENTS
SECTION 42-764	NOTIFICATION AND ORIENTATION
SECTION 42-765	SUPPORTIVE SERVICES
SECTION 42-766	CAL-LEARN CASE MANAGEMENT SERVICES
SECTION 42-767	CAL-LEARN COUNTY PLAN
SECTION 42-768	CAL-LEARN GOOD CAUSE DETERMINATION
SECTION 42-769	APPLICATION OF BONUSES AND SANCTIONS

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## HANDBOOK BEGINS HERE

**.1 Background**

Social science research has established a strong connection between teenage parenting and long-term welfare dependency. Senate Bill (SB) 35, Chapter 69, Statutes of 1993, and SB 1078, Chapter 1252, Statutes of 1993, established the Cal-Learn Program to address the unique educational, vocational, training, health, and other social service needs of Aid to Families with Dependent Children (AFDC) dependent teenage parents to help them achieve self-sufficiency. As part of the California Work Pays Demonstration Project (CWPDP), the Cal-Learn Program serves AFDC recipients under 19 years old who are custodial parents or pregnant. To encourage these teen parents to stay in or return to high school or an equivalent program and earn a diploma or its equivalent, the Cal-Learn Program provides fiscal incentives and disincentives as well as needed supportive services and intensive case management.

**.2 Outline of the Major Program Requirements**

The major program requirements of the Cal-Learn Program are as follows:

- .21 Each teen parent will be required to attend full-time school programs that will lead to a high school diploma or equivalent until they receive a high school diploma or its equivalent or turn 19 years old.
- .22 An assistance unit (AU) with a teen parent or parents will receive up to four \$100 bonuses each calendar year for each teen parent that makes satisfactory progress in their school program.
- .23 Each teen parent receiving a high school diploma or its equivalent will receive a \$500 bonus.
- .24 An AU with a teen parent or parents will receive a \$100 sanction up to four times each calendar year for each teen parent who fails to make adequate progress in their school program without demonstrating good cause.
- .25 Child care, transportation and ancillary expense payments will be provided to enable a teen parent to continue in or enroll in school.
- .26 Intensive case management services modeled on the Adolescent Family Life Program (AFLP) will be provided which will include linking each teen parent to needed health and social services available in the teen parent's community.

- .261 The services provided under the AFLP case management model are a process which assists the teen parent to receive needed services within a multi- and transdisciplinary network in an efficient, supportive and effective manner. Case management is teen parent-centered, culturally appropriate and goal-oriented. It is interactive, involving the teen parent and the teen parent's family, significant others and support persons as equal partners with the case manager in identifying needs and defining ways to meet those needs. Building interpersonal relationships among teen parents, case managers and others is both a method and goal of case management.

## HANDBOOK ENDS HERE

### .3 Definition for Terms Used in The Cal-Learn Program

- a. (1) "Adequate progress" means making a "D" (1.0) grade point average on a report card.
- (2) "Ancillary expenses" means expenses a teen parent needs to attend and/or graduate from high school or its equivalent. This includes, but is not limited to, school books, GED testing costs, laboratory fees, etc.
- (3) "AFLP" means the Adolescent Family Life Program.
- (4) "AU" means assistance unit.
- b. (1) "Bonus" means a payment of money that is made as part of the AU's cash aid for a teen parent making satisfactory progress in the teen parent's educational program.
- c. (1) "CDHS" means the California Department of Health Services.
- (2) "CDSS" means the California Department of Social Services.
- (3) "Control group" means an evaluation group of teen parents who shall not participate in Cal-Learn.
- (4) "CWD" means the county welfare department.
- (5) "CWPDP" means the California Work Pays Demonstration Project.
- d. (1) "Deferred" means a teen parent who is not required to participate in the Cal-Learn Program in accordance with the deferral criteria. A deferred teen parent receives case management services but is not subject to sanctions, eligible for bonuses or supportive services.
- e. (1) "Exempt" means an individual who is not required to participate in accordance with the Cal-Learn exemption criteria. An exempt individual receives no services and is not subject to sanctions or eligible for bonuses.



f. Reserved

g. (1) "GAIN" means the Greater Avenues for Independence.

(2) "GED" means a General Education Development examination.

h. (1) "Head of the AU" is the caretaker relative in the AU.

i. (1) "Independent living" means a person no longer receiving public aid.

j. through q. Reserved

r. (1) "Report card" means a periodic report on a teen parent's academic achievement routinely issued by a school.

s. (1) "Sanction" means the reduction in the cash aid payment for the AU based on the Cal-Learn sanction criteria.

(2) "Satisfactory progress" means making at least a "C" (2.0) grade point average on a report card.

(3) "Special need" under this section means an event or condition which clearly and directly prevents a teen parent from making adequate progress in school or earning a diploma.

(4) "Supportive services" means transportation, child care and ancillary expenses needed by teen parents to attend their educational programs.

t. (1) "Teen parent" means a person who is not exempt, meets the below eligibility criteria, and has entered the Cal-Learn Program. An individual has entered the program under Section 42-764.1.

(A) Is an AFDC recipient who is under the age of 19; and

(B) Has not obtained a high school diploma or its equivalent; and

(C) Resides with his or her child in the same AU; or

(D) Is pregnant.

u. through z. Reserved

#### .4 Federal Demonstration Project

.41 The United States Department of Health and Human Services (USDHHS) chose four counties to participate in the CWPDP. These four CWDs shall comply with the Cal-Learn Program research procedures throughout the duration of the demonstration project.

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- .42 The CWD shall provide adequate notification to GAIN registrants who have been assigned to the Cal-Learn evaluation control group.
- .43 The designation and treatment of the control group shall be accomplished pursuant to the project's mandated parameters outlined in the Federal Terms and Conditions as approved by the USDHHS.
  - .431 Designation and treatment of the control groups members shall be limited to control group members residing within the four research counties.
  - .432 A break-in-aid shall not affect a teen parent's status in the research project as long as the member continues to reside in a research county.

## .5 Data Collection

The CWD shall ensure data is collected and submitted in accordance with CDSS statistical reporting requirements. The data shall include, but not be limited to the following:

- .51 Number of new teen parents entering the Cal-Learn Program.
- .52 Number of teen parents transferring from other counties.
- .53 Number of teen parents receiving a high school diploma or equivalent.
- .54 Number of teen parents who are deferred or exempted from the Cal-Learn Program and the reason for deferrals or exemptions.
- .55 Number of teen parents children receiving child care services by type of provider.
- .56 Number of teen parents receiving transportation payments.
- .57 Number of teen parents receiving ancillary expense payments.
- .58 Number of teen parents receiving a bonus, separated by \$100 and \$500 bonuses.
- .59 Number of teen parents receiving a sanction.

## .6 CWD Responsibilities

The CWD shall perform the following. The CWD shall not contract, delegate or otherwise transfer the responsibility to perform all or part of the following duties:

- .61 Good cause determination under Section 42-768;
- .62 Exemption determination under Section 42-763.2;

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- .63 Deferral determination under Section 42-763.3;
  - .64 Sanction determination under Section 42-769;
  - .65 Bonus determination under Section 42-769;
  - .66 Issuance of bonuses under Section 42-769; or
  - .67 Reduction of a grant under Section 42-769 due to a sanction determination.
- .7 Federal AFDC Eligibility

Individuals who have entered the Cal-Learn Program who are pregnant with no other children shall be federally eligible for AFDC during their first and second trimesters of pregnancy.

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42-763 CAL-LEARN PROGRAM ELIGIBILITY AND PROGRAM PARTICIPATION  
REQUIREMENTS

.1 Eligibility

- .11 Individuals who meet the following conditions shall be registered for the GAIN Program and shall be required to participate in the Cal-Learn Program unless exempt under Section 42-763.2.
  - .111 Is an AFDC recipient who is under the age of 19; and
  - .112 Has not obtained a high school diploma or its equivalent; and
  - .113 Resides with his or her child in the same AU; or
  - .114 Is pregnant and the pregnancy is verified under Section 80-301(m)(2).
- .12 An individual assigned to a control group under Section 42-762.4 shall not be eligible for the Cal-Learn Program for the duration of the research period unless he or she moves to a county that is not participating in the research project under Section 42-762.4.
- .13 An individual assigned to the Basic Education Study in Riverside County shall not be eligible for the Cal-Learn Program for the duration of the individual's random assignment to this study.

.2 Exemption

Individuals meeting the requirements below shall be exempt from GAIN registration and the Cal-Learn Program. An exemption shall be granted by the CWD if the individual:

- .21 Has a serious illness, injury, or incapacity that prevents the teen parent from meeting the Cal-Learn Program requirements of enrolling in school under Section 42-763.71 and attending full-time under Section 42-763.72 for a period of more than three months.
  - .211 The exemption based on illness, injury or incapacity shall be supported by a written statement from a physician or a licensed or certified psychologist and includes the following:
    - (a) A description of the individual's condition;
    - (b) An explanation of why the individual's condition prevents him or her from meeting program requirements;
    - (c) The expected duration of the condition;
    - (d) The date of the next scheduled examination or appointment; and

- (e) The doctor's name, address and phone number.
- .212 Where a written statement cannot be obtained timely for reasons beyond the control of the individual, an oral statement from the physician or the licensed or certified psychologist with the information required in this section shall be accepted pending written verification up to a maximum of 60 days.
  - (a) The CWD shall document the oral statement which shall include: 1) the date the oral statement was obtained; 2) the name of the person who supplied the oral statement; 3) the person who obtained the oral statement; and 4) a description of the statement.
- .22 Is expelled from school and enrollment in any alternative school cannot be arranged.
  - .221 The individual or the head of the AU shall provide written verification from the school district in which the individual is a resident that no school in the individual's district will permit the individual to enroll.
- .23 Needs Cal-Learn Program paid child care and/or transportation in order to meet Cal-Learn Program requirements and the service is not available for a period of three or more months.
- .24 Cannot receive payment for child care or transportation expenses due to lack of program funding.
- .25 Is eligible for AFDC-FC and payment is being made on behalf of the individual.
- .3 Deferral

Teen parents who are unable to meet Cal-Learn Program requirements due to the following deferral criteria shall be deferred from the Cal-Learn participation until the CWD determines that the situation requiring deferral no longer exists. Deferral shall be granted by the CWD if the teen parent:

  - .31 Needs supportive services under Section 42-765 which are temporarily not available or case management services under Section 42-766.
  - .32 Has a special need that substantially deprives the teen parent's ability to meet program requirements or be successful in earning a high school diploma or its equivalent, and the special need cannot be addressed.
    - .321 Substantially deprives means the teen parent is severely restricted beyond the teen parent's control to attend school and no home study or other special arrangements can be made with the school.

- (a) Beyond the control of the teen parent shall include, but not be limited to, acts of nature such as fire, earthquake, flood, death of a child or parent, child is hospitalized, child or teen parent is seriously ill or injured.

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- (b) EXAMPLE:

Sara suffered an injury in a car accident for which her physician stated she would be unable to attend school for six weeks. However, the physician stated that Sara would be able to continue her school work at home in two weeks. Sara's case manager contacted Sara's school and was able to arrange a home study program which gave Sara the ability to make adequate progress for the report card period. Sara does not qualify for a deferral.

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- .322 Documentation under Section 42-763.211 or .212 shall be required for a special needs deferral which is an illness, injury or incapacity.

- (a) Documentation shall be accepted from a physician, licensed or certified psychologist, licensed Marriage Family and Child Counselor or a Licensed Clinical Social Worker.

- .33 Has been prescribed a period of time for postpartum recovery after the birth of a child by a physician.

- .331 Documentation under Section 42-763.322 shall be required.

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- .4 Individuals exempt or deferred from the Cal-Learn Program are not exempt or deferred from attending school. The California Education Code (CEC), Section 48200 states that each person between the ages of 6 and 18 years, not exempted under Chapter 2 or 3 of the CEC, is subject to compulsory full-time education.

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- .5 Documentation, Review and Notification

CWDs or case managers shall:

- .51 Document the estimated duration of the exemption or deferral status.

- .511 The CWD or case manager shall verify submitted documentation if authenticity is in doubt or when the information is inconsistent with information that is known.

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- .52 Review exemption status at the end of the projected length of time of the exemption, or upon the request of the individual or head of the AU, but no less often than every six months.
  - .53 Review deferral status at the end of the projected length of the deferral, or upon the request of the teen parent or head of the AU, but no less often than every three months.
  - .54 Notify a teen parent and the head of the AU when a teen parent is exempt or deferred from the Cal-Learn Program and the right to have the exemption or deferral reviewed.
- .6 Service Provisions
- .61 Exempt individuals shall not be eligible to receive Cal-Learn supportive services under Section 42-765, case management services under Section 42-766, or bonuses or sanctions under Section 42-769.
  - .62 Deferred teen parents shall not be eligible to receive Cal-Learn supportive services under Section 42-765 and sanctions and bonuses under Section 42-769. Deferred teen parents shall receive case management under Section 42-766 except for teen parents who are deferred due to case management not being available.
- .7 Participation Requirements
- Teen parents shall:
- .71 Enroll and attend full-time (as defined by the school) in a school program which shall lead to a high school diploma or its equivalent.
  - .711 For the purposes of the Cal-Learn Program, high school equivalency programs shall include, but not be limited to, preparation classes for the GED examination and the California high school certificate of proficiency examination.
  - .712 Vocational training programs which are not part of a high school or its equivalent curriculum shall not meet the Cal-Learn participation requirements.
  - .713 Except as provided in Section 42-763.722, teen parents who are enrolled in a program which has no "full-time" definition shall participate in a minimum of 10 hours of school activity per week during each week that participation is required.
  - .714 When a teen parent is enrolled in a school program which cannot provide a minimum of 10 hours per week of school activity, the AU shall provide written verification from the school in which the teen parent is enrolled confirming this limitation.
- .73 Participate in the Cal-Learn Program until the end of the month in which the teen parent turns age 19 or until either a high school diploma or its equivalent is received.

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.74 Assist in the development of the case plan including a report card schedule as part of the case plan under Section 42-766.333.

.75 Submit report cards to the case manager.

.751 A teen parent shall be responsible for submitting the report card to the teen parent's case manager within 10 working days from the date the report card is issued.

**.8 Break In Program Participation**

When a teen parent has a break-in-aid or is exempted from the program for 90 days or more, the following conditions shall be met.

.81 The teen parent shall be rescheduled for orientation and shall be provided program requirements under Section 42-764.2; and

.82 The teen parent shall participate in the Cal-Learn Program for 90 days under Sections 42-766.334 and 42-766.335(a) before being eligible for bonuses or subject to sanctions under Section 42-769.

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.83 Example: Bill is discontinued effective February 28. He remains in school and is reinstated effective June 2. His report card for the school term ending June 30 indicates satisfactory progress. Bill is not eligible for a bonus because his break-in-aid was for more than 90 days and he has not participated for 90 days after his AFDC was reinstated.

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.1 Notification

When a CWD determines that an individual is required to participate in the Cal-Learn Program, a Cal-Learn Program notice shall be sent to both the individual and the head of the AU with an appointment date for the Cal-Learn eligible individual to attend orientation under Section 42-764.2.

.11 The notice shall include:

- .111 A general description of the Cal-Learn Program;
- .112 A description of the supportive services and case management services provided to teen parents;
- .113 A statement that the notice is not notification of program requirements and that Cal-Learn Program requirements shall be provided during the teen parent's orientation; and
- .114 The date the individual has been scheduled for orientation.

.2 Orientation

A Cal-Learn orientation shall be scheduled and provided to teen parents.

.21 In addition to written and oral descriptions of the program under Sections 42-764.111 and .112, orientation shall also provide the teen parent written and oral descriptions of the following:

- .211 Cal-Learn Program participation requirements under Section 42-763.7;
- .212 A description of the Cal-Learn Program exemption and deferral criteria and an explanation that a Cal-Learn Program exemption or deferral does not provide an exemption from attending school under the California Education Code.
- .213 The Cal-Learn bonuses and sanctions, and the consequences the sanctions and bonuses shall impose; and
- ~~.214 The right to show good cause for failing to demonstrate adequate progress.~~
- .215 The consequences of a break-in-aid.

.22 No later than 30 days after the teen parent attends orientation, the head of the AU shall be sent a notice containing a Cal-Learn Program description and the program requirements under Section 42-764.21.

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- .23 When a teen parent fails to attend the scheduled orientation, the teen parent and the head of the AU shall be sent a notice containing a Cal-Learn Program description and the program requirements under Section 42-764.21 no later than 30 days after the scheduled orientation.
- .231 The teen parent's report card schedule developed by the case manager under Section 42-766.333 shall be attached to the notice.

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42-765 SUPPORTIVE SERVICES

.1 Supportive Services Provisions

Teen parents shall receive child care, transportation and ancillary expenses under Section 42-750. The procedures under Section 42-750 shall be used for the payment of supportive services and the collection of an unused portion of an advance supportive service payment.

.11 Supportive services shall be limited to those services teen parents need to attend their school programs regularly.

.2 Overpayments and Underpayments

The procedures under Section 42-751 shall be used for the issuance of underpayments and the collection of overpayments.

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42-766 CAL-LEARN CASE MANAGEMENT SERVICES

.1 Case Management

.11 Case management services shall be provided to each teen parent in the Cal-Learn Program.

.111 Case management services shall provide assistance to teen parents to obtain:

- (a) The educational services necessary to earn a high school diploma or its equivalent.
- (b) Health and social services, including, but not limited to those designed to:
  - (1) Reduce the incidence of maternal and child morbidity and mortality, including the incidence of low birthweight infants;
  - (2) Enhance the teen parent's parenting skills;
  - (3) Facilitate an effective ongoing relationship between the teen parent, the noncustodial parent and the child where it is in the best interest of the child and the teen parent; and
  - (4) Assess the suitability of the teen parent's living situation including, but not limited to the physical and emotional health and safety of the teen parent and child.

.12 Standards for Case Managers

.121 Case managers shall possess an expertise in the education, training and other social and health service needs of teen parents, as well as the local programs that provide these services.

(a) Training shall be provided to case managers to develop and update the required expertise.

.122 Case managers shall have sufficient time to provide the needed case management services to teen parents.

.13 Provision of Case Management Services

.131 Adolescent Family Life Program (AFLP) Contracting Requirement

Except as provided in Section 42-766.132, the CWD shall contract with an existing AFLP provider for case management services.

## .132 Exceptions to Contracting With AFLP

The CWD may contract with public or nonprofit agencies or school districts for all or part of case management services or may provide all or part of case management services directly only when one of the following conditions exist:

- (a) AFLP services are not available; or
- (b) AFLP services are not cost-effective; or
- (c) The CWD has an existing GAIN teen parent program operating under an approved GAIN County Plan.

## .133 Requirements When Not Contracting With AFLP

When case management services are provided by the CWD or by an agency which is not administering an AFLP, the following conditions shall be met:

- (a) The services conform to the standards and scope of the services provided through the AFLP as determined by CDHS; and
- (b) The Cal-Learn County Plan as specified in Section 42-767 includes justification for not contracting with the AFLP; and
- (c) The services have been designed with the cooperation of the local county health agency.

## .2 Case Manager

General responsibilities for the case manager shall include the following:

- .21 Provide referrals to appropriate community services needed to assist the teen parent to continue in or return to school.
- .22 Monitor each teen parent through monthly contacts, a collateral or service provider to determine the effectiveness of service provision. Assess progress toward case plan goals and make the necessary changes to improve the teen parent's program.
- .23 Act as a counselor, colleague, and role model so that each teen parent has someone to trust and to turn to for advice, guidance and ideas.
- .24 Ensure that each teen parent understands the program requirements and consequences of not making adequate or satisfactory progress.
- .25 Identify the need for and method of providing supportive services under Section 42-765.
- .26 Develop a case plan under Section 42-766.3 to assist the teen parent to graduate from high school or its equivalent.

.27 Provide program exemption, program deferral, good cause, bonus and sanction determinations or recommendations.

.271 Case managers who are not CWD employees shall provide the CWD with a recommendation and supporting documentation.

.272 CWDs shall make the appropriate determination.

.28 Make reasonable efforts to reach teen parents who are not making adequate progress.

### .3 Case Plan

The case manager shall develop a case plan. The case plan shall include, but not be limited to, the following:

.31 Planned intervals of contacts and visits between the case manager and the teen parent, and the head of the AU, as appropriate.

.311 At a minimum, the intervals shall include monthly contacts and quarterly case plan reviews with the teen parent.

.32 A description of the teen parent's school program.

.322 For a teen parent not enrolled in and/or attending school, the date the teen parent shall be expected to be enrolled in and attending school shall be documented.

.33 A report card submittal schedule containing no more than four calendar dates on which the teen parent shall be required to submit each report card to the case manager.

.331 Teen parents in school programs which routinely issue less than four report cards in a 12-month period shall be required to submit the number of report cards issued.

.332 When a teen parent fails to participate with the development of the case plan, the case manager shall establish a report card submittal schedule containing four dates within the calendar year.

.333 The date for submission of report cards shall be 10 days from the date the report card is issued by the school.

.334 For purposes of bonuses and sanctions under Section 42-769, the requirement to submit a report card shall not begin until the teen parent has been required to participate in the Cal-Learn Program for 90 days.

(a) The 90-day period begins the first day of the month after the date the teen parent attended orientation or the date the teen parent and head of the AU were sent program notification under Section 42-764.23.

## HANDBOOK BEGINS HERE

- (b) Example: Sara was notified of the requirements to participate in the Cal-Learn Program during orientation in September. She receives a report card in January. She is required to submit this report card to her case manager.
- (c) Example: Maryanne did not attend orientation and was subsequently sent a notice of the Cal-Learn Program requirements in March. She receives a report card in May. She is not required to turn in this report card. She subsequently received a report card in November, which she is required to submit.

## HANDBOOK ENDS HERE

- (d) When a break in participation of less than 90 days occurs during the 90-day participation period, the days of the break shall not be counted as part of the 90-day participation period.
  - (1) A break in participation shall be a break-in-aid or a Cal-Learn exemption or deferral.
  - (2) The case manager shall review the teen parent's report card schedule and make necessary changes to reflect the break-in-aid.
    - (A) The schedule shall be sent to both the teen parent and the head of the AU within 10 working days from the date the case manager was informed that the teen parent resumed aid.
- .34 Supportive services to be provided to the teen parent.
- .35 Documentation of referrals to or provision of services to the teen parent including those in Section 42-766.111.
- ~~.351 The documentation shall include whether the referred service was provided to the teen and the outcome of service provision.~~

## .4 Report Card Submittal Schedule Notification and Case Plan Update

- .41 The teen parent's report card submittal schedule under Section 42-766.33 shall be sent to the teen parent and the head of the AU within 30 days from the date the teen parent attended orientation or the date the teen parent and the head of the AU were sent program notification under Section 42-764.23.

.42 Following a teen parent's deferral or break in participation of less than 90 days, the case manager shall review and update the teen parent's report card submittal schedule.

.421 The schedule shall be sent to the teen parent and the head of the AU within 10 working days from the date the case manager was informed by the CWD that the teen parent's break ended.

.43 The case manager shall review and update the case plan as necessary, but no less than every three months.

## .5 Exemption and Deferral Determination

.51 If it has not been determined prior to the development of the case plan or if the teen parent's circumstances change, the case manager shall determine if the teen parent shall be exempt under Section 42- 763.2 or deferred under Section 42-763.3 from the Cal-Learn Program.

.52 When a case manager who is not a CWD employee finds that a teen parent should be exempt or deferred, the case manager shall make a recommendation to the CWD and provide substantiating documentation.

.521 The CWD shall review the case managers documentation and recommendation to determine if the teen parent shall be exempt or deferred.

## .6 Determination of School Progress

Case managers shall determine if report cards are submitted as required in the teen parent's report card submittal schedule under Section 42-766.33 and shall review report cards to determine school progress for the purposes of a bonus or sanction.

### .61 Case Manager Is Not A CWD Employee

To initiate a bonus or sanction, the case manager shall provide the CWD with the recommendation and the documentation, including the report card, which substantiates the recommended action.

### .62 Report Card Determination of Adequate and Satisfactory Progress

For the purpose of determining adequate and satisfactory progress for report cards under Section 42-766.33, adequate progress shall mean maintaining a grade point average of at least 1.0 and satisfactory progress shall mean maintaining a grade point average of 2.0 and above on a scale where A equals 4.0 points and F equals 0 points.

#### .621 Report Cards Containing Letter Grades

When a report card containing letter grades is provided without that report's grade point average or individual letter grade point values, the report card's grade point average shall be computed by giving each grade a point value as specified below:



(a) A+, A, A- equal 4.0

B+, B, B- equal 3.0

C+, C, C- equal 2.0

D+, D, D- equal 1.0

F, Incomplete equal 0

.622 Report Cards Without Letter Grades

When report cards do not contain letter grades, or the school providing letter grades has an alternative method of determining adequate and satisfactory progress, satisfactory and adequate progress shall be determined by the school's regular assessment of periodic progress.

.623 For the purposes of this section, only grades contained on the submitted report card shall be used for grade point average determination. Cumulative grade point averages shall not be used.

.63 Report Cards Submitted as Required

When the teen parent submits the report card as required, the case manager shall take the following action:

.631 Satisfactory Progress

Initiate the \$100 bonus for the AU when the report card reflects satisfactory progress under Section 42-766.62.

(a) The case manager shall initiate a bonus as soon as administratively possible, but no later than 5 working days from the date:

(1) The report card was submitted as required on the report card submittal schedule; or

(2) It has been determined that the teen parent had good cause for late report card submittal under Section 42-766.641; or

(3) The case manager received a completed grade or at the end of the time period identified under Section 42-766.65.

.632 Adequate Progress

Notify the head of the teen parent's AU that the report card reflects adequate progress and that no grant adjustment shall be made when the report card reflects adequate progress under Section 42-766.62.

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**.633 Failure to Demonstrate Adequate Progress**

Make reasonable efforts as specified in Section 42-766.7 when the report card does not reflect that the teen parent is demonstrating adequate progress under Section 42-766.62.

- (a) If good cause is not found within the 10-day reasonable efforts period, the case manager shall initiate the \$100 sanction.
- (b) If good cause is found within the 10-day reasonable effort period, the case manager shall not initiate the \$100 sanction.

**.64 Report Cards Not Submitted as Required**

When a teen parent fails to submit a report card as required, the case manager shall make reasonable efforts under Section 42-766.7.

**.641 Good Cause Found for Late Submittal**

If the teen parent submits the report card within the 10-day reasonable effort period, and it is determined that there was good cause for late submittal, the case manager shall treat the report card as having been submitted as required under Section 42-766.63.

**.642 Good Cause Not Found for Late Submittal**

If the report card is submitted within the 10-day reasonable effort period, but good cause for late submittal is not found, the sanction shall be reduced to \$50 when:

- (a) The report card reflects adequate progress or better, or
- (b) The teen parent showed good cause for a report card which did not reflect adequate progress.

**.643 Report Card Not Submitted**

~~The case manager shall initiate the \$100 sanction under Section 42-769.2 when the teen parent does not turn in the required report card by the end of the 10-day reasonable effort period.~~

**.65 Report Cards Containing Incomplete Grades**

When a teen parent submits a report card containing an incomplete grade(s) which could affect eligibility of a bonus or sanction, the CWD shall follow the procedure under either 42-766.651 or 42-766.652. The option chosen shall be established countywide and shall be documented in the Cal-Learn County Plan.

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.651 A bonus or sanction shall not be initiated until after 45 calendar days from the date the report card was received by the case manager. A completed grade(s) may be submitted during the time period established by the teen parent's school for completing grades.

(a) Adequate and satisfactory progress shall be determined using the grades received by the end of the 45 day period beginning on the date the case manager received the report card containing the incomplete grade(s).

(b) The teen parent's eligibility of a bonus or sanction shall be determined again when a completed grade is submitted after this 45 day period, but within the time period established by the teen parent's school for completing grades.

(c) The case manager shall treat the report card as having been submitted as required under Section 42-766.63.

.652 A bonus or sanction shall not be initiated until after the time period established by the school the teen parent is attending for completing grades.

(a) Adequate and satisfactory progress shall be determined using the grades received by the end of the school's allowable time period and the case manager shall treat the report card as having been submitted as required under Section 42-766.63.

.653 Within five working days from the date the case manager received the incomplete report card under Section 42-766.651 or 42-766.652, the case manager shall send a notice to the teen parent and the head of the AU explaining the CWD's procedure for submitting a completed grade and the consequences of not submitting a completed grade.

#### .66 Notification of Failure to Participate

If good cause is not found for failure or refusal to comply with ~~program requirements on the part of the teen parent~~, the case manager shall inform the teen parent and the head of the AU of the consequences of not participating and provide the teen parent with the telephone number and address of the local welfare rights organization or legal aid society should the teen parent need further assistance.

#### .67 Conclusion of Cal-Learn Participation

.671 A teen parent shall not participate in the Cal-Learn Program after the end of the month in which the teen parent turns 19 years old.

- (a) When the teen parent qualifies for a \$100 or \$500 bonus or a sanction before the end of the month in which the teen parent turns 19 years old and the action was not initiated before the end of that month, the case manager shall initiate the bonus or sanction after the end of that month.
- (b) The case manager shall not initiate a bonus or sanction for a report card period that ends after the month the teen parent turns age 19.
- (c) When a teen parent ends participation due to turning age 19 or when the teen parent earns a high school diploma or its equivalent, the case manager shall notify the teen parent that the teen parent is no longer in the Cal-Learn Program.

.672 When it is known to the case manager that a teen parent is approaching the end of participation in the Cal-Learn Program, the case manager shall assist the teen parent in transitioning to independent living or to participation in GAIN.

.7 Reasonable Efforts

Within 10 working days from the date the teen parent was required to submit a report card under Section 42-766.33, the case manager shall:

- .71 Send a notice to the teen parent of the consequences of not making adequate progress.
- .72 Make reasonable efforts to reach the teen parent (and the head of the AU, if appropriate) who is in danger of continuing to fail in school or to not attend school.
- .73 Make reasonable efforts to secure a face-to-face meeting with the teen parent.
- .74 For the purposes of this section, performance of any one of the following shall constitute reasonable efforts:
- .741 A telephone call to the teen parent;
- .742 Personal contact with the teen parent;
- .743 Written notification with an appointment date shall constitute reasonable efforts if the case manager does not have contact with the teen parent by telephone or by an attempt to have personal contact.
- .75 Make a good cause determination as specified under Section 42-768.2 and .3 when a teen parent requests a good cause determination.
- .76 Document in the case file all efforts made to reach the teen parent and arrange a face-to-face meeting under Sections 42-766.72 and .73.

.8 Teen Parent Graduates from High School

The case manager shall receive documentation submitted indicating graduation from high school or its equivalent.

.81 When graduation is verified with the school the case manager shall initiate the \$500 bonus under Section 42-769.1.

.811 The case manager shall initiate the bonus as soon as administratively possible, but not more than five working days from the date the case manager received the graduation documentation from the teen parent.

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42-767 CAL-LEARN COUNTY PLAN

.1 County Plan

CWDs shall submit a Cal-Learn County Plan as part of the GAIN County Plan under Section 42-720. The Cal-Learn County Plan shall include the following:

.11 Networking

A description of services in the county currently available to teens, including:

- .111 Identification of education and supportive services available to pregnant and custodial teen parents.
- .112 The extent to which the programs providing these services are currently serving AFDC recipients.
- .113 The resources that these programs may make available to Cal-Learn teen parents.
- .114 The linkages that the CWD has established and/or plans to establish with these programs.

.12 Case Management Provision

A description of the method of providing the case management services as described in Section 42-766 and the agency or organization that shall administer these services.

- .121 When all or part of the case management services are to be provided by the CWD or by an agency which is not administering AFLP, the plan shall contain the following:
  - (a) Justification that one of the conditions specified in Section 42-766.132 is met;
  - (b) Verification that the services have been designed in conjunction with the local county health agency;
  - (c) Case management protocols which describe the delivery of services for the AFLP Program Standards pursuant to guidelines published by CDHS;
  - (d) A listing of network service providers for which linkage agreements have been established; and
  - (e) A description of agencies organizing and participating in the network, network meeting plans, and meeting purpose.

- .13 A Cal-Learn Program budget proposal shall be submitted in a format provided by CDSS and consistent with CDSS's allowable expenditure level guidelines.

## .14 Caseload Description

- .141 An estimate of the annual Cal-Learn caseload.
- .142 A description of the method by which the caseload shall be identified and notified of the requirements to participate in Cal-Learn. This shall include:
  - (a) The schedule by which recipients of AFDC who shall be required to participate in Cal-Learn shall be phased into the CWD's program.
  - (b) The initial CWD plan implementing Cal-Learn shall describe the process by which the CWD shall bring existing recipients of AFDC into Cal-Learn.

## .2 Coordination With AFLP

A CWD shall coordinate with the AFLP provider in the county as part of the CWD's planning process.

- .21 If there are no AFLPs in the county, the CWD may either:
  - .211 Coordinate with the local county health agency; or
  - .212 Coordinate with an AFLP provider in an adjoining county.
- .22 The plan shall contain a description of the CWD's coordination with AFLP.

## .3 Plan Submittal

CWDs shall submit the initial Cal-Learn County Plan for CDSS review and approval no later than November 30, 1994.

## .4 Plan Review

CDSS shall approve or deny the Cal-Learn County Plan no more than 60 days from the time the plan is submitted to CDSS.

- .41 Any Cal-Learn County Plan which proposes to contract case management services with an agency other than an AFLP, or which proposes to offer case management services through the CWD, shall have the case management services section described in Sections 42-767.11 and .121(c), (d) and (e), reviewed and approved by the California Department of Health Services (CDHS). CDSS shall submit the plan to CDHS for review.

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**.5 Effective Date**

The Cal-Learn Program shall become operative in a county on the date the plan is approved by CDSS or the date specified in the Cal-Learn County Plan, whichever is later.



## 42-768 CAL-LEARN GOOD CAUSE DETERMINATION

### .1 Good Cause Request

Teen parents may request a good cause determination to the case manager regarding failure to demonstrate adequate progress.

- .11 A teen parent may request this determination prior to the turning in of a report card or during the 10-day reasonable effort period under Section 42-766.7.

### .2 Good Cause Review

The case manager shall make a good cause determination when a teen parent requests such a review.

- .21 When a teen parent had a break in participation under Section 42-766.334(d)(1) during the report card period, the good cause review shall include the impact the break had on the teen parent's ability to make adequate progress.
- .22 The case manager shall issue a notice to the teen parent and the head of the AU containing the good cause determination no later than 15 working days after a good cause determination was requested.
- .23 When the case manager is not a CWD employee, the case manager shall review the events on which the teen parent based the request and provide a recommendation with substantiating documentation to the CWD.
  - .231 The CWD shall review the case manager's documentation and recommendation to determine if the teen parent does or does not have good cause.
  - .232 The case manager shall issue a notice to the teen parent and the head of the AU containing the good cause determination after the CWD has made a determination.

### .3 Good Cause Criteria

The following shall be reasons for good cause only when the event is beyond the teen parent's control and substantially deprived the teen parent's ability to make adequate progress in school and no home study or other special arrangements can be made with the school.

- (a) The teen parent is temporarily ill or incapacitated.
- (b) The teen parent is required to appear in a court proceeding or is incarcerated.
- (c) Inclement weather or other act of nature precludes the teen parent and other persons similarly situated from traveling to an activity.

# DRAFT

- (d) There is a breakdown in transportation arrangements with no ready access to alternate transportation.
- (e) The teen parent refuses to accept major medical services even if the refusal precludes participation in the program.
- (f) Licensed or exempt child care is not reasonably available during the teen parent's hours of school, including commuting time; or child care is needed for a child who meets the criteria of Section 42-750.22, but who does not meet the criteria of Section 42-750.21, and therefore is not eligible for Cal-Learn paid child care.
  - (1) "Reasonably available" child care includes having at least two choices of child care arrangements which do not require either of the following:
    - (A) Adding more than one-half hour one-way to the participant's commuting time; or
    - (B) The child to transfer to a different school.
  - (2) The choices of child care shall meet the requirements specified in Section 42-750.31.
- (g) A breakdown or interruption of child care arrangements occurs.
- (h) Suitable special needs child care is not reasonably available for children with disabilities, chronic illnesses, or other special needs.
- (i) The teen parent meets any of the exemption criteria as specified in Section 42-763.2 or deferral criteria as specified in Section 42-763.3.
- (j) The teen parent is experiencing a family crisis or change of individual or family circumstances, such as any of the following:
  - (1) Death of a spouse, parent, or child.
  - (2) Illness of a spouse or child which requires the teen parent's immediate attention.
- (k) ~~At the discretion of the CWD, any substantial and compelling reasons other than those specified in this section.~~

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## 42-769 APPLICATION OF BONUSES AND SANCTIONS

### .1 Issuing the Bonus

When the CWD receives the appropriate documentation and determines that a bonus is due, the CWD shall issue the bonus as a supplement to the aid payment that was made to the AU in the month in which the bonus was earned by the eligible teen parent.

- .11 A bonus is considered to be earned as of the last day of the report card period even though the report card may not be issued until a later date.

#### HANDBOOK BEGINS HERE

- .111 Example: A report card period ends on June 30. The case manager notifies the CWD on July 10 that a bonus is due. The CWD issues a \$100 supplement to the June AFDC payment in August even if the teen parent was discontinued after June 30.

#### HANDBOOK ENDS HERE

- .12 Upon receipt of documentation and determination that a bonus is due, the CWD shall issue the bonus:
  - .121 No later than the month following receipt of the documentation when the documentation is received by the eleventh calendar day of the month;
  - .122 No later than the second month following receipt of the documentation when the documentation is received after the eleventh calendar day of the month;
  - .123 In the name of the caretaker relative when the bonus is for satisfactory school progress;
  - .124 In the name of the teen parent when the bonus is for graduation from high school or its equivalent;
    - (a) ~~The CWD shall not issue the \$100 bonus for satisfactory school progress when the teen parent will receive a \$500 graduation bonus for the same report card period.~~
- .125 Even when the AU has an existing AFDC overpayment. A Cal-Learn bonus shall not be offset by an existing overpayment adjustment.

### .2 Applying the Sanction

When the CWD receives the appropriate documentation and determines that a sanction is applicable, the CWD shall process the sanction as soon as administratively practicable as follows:

- .21 Send a timely notice of action to the caretaker relative prior to applying the sanction.
- .22 Apportion the sanction equally over the two consecutive months following the timely notice except where the AU receives a grant of less than \$10 in which case no sanction is applied.

HANDBOOK BEGINS HERE

- .221 Example: A teen parent fails to achieve adequate grades and her case manager notifies the CWD on July 10 that a sanction is due. In August the teen parent's AU is eligible for a grant of \$8. No sanction can be applied in August. In September the AU is eligible for a grant of \$58. The CWD applies the apportioned \$50 sanction amount and the AU receives a grant of \$8.

HANDBOOK ENDS HERE

- .23 When the grant amount, prior to application of the sanction, is less than the amount of the apportioned sanction, the grant amount shall be zero. No remainder of the apportioned sanction shall be applied to subsequent months. In these cases the family shall be considered AFDC recipients for all other purposes including eligibility for Medi-Cal.

HANDBOOK BEGINS HERE

- .231 Example: In February an AU is eligible for a grant of \$35. The teen parent's apportioned sanction amount is \$50. Since the grant amount is less than the apportioned sanction amount, the grant will be zero. In March the AU is eligible for a grant of \$75. The CWD will apply the second apportioned sanction amount (\$50) and issue a grant of \$25. No remainder of the first month's apportioned sanction is applied to the second month's aid payment.

HANDBOOK ENDS HERE

- ~~.24 Adjust the grant for an underpayment or an overpayment prior to applying the apportioned sanction amount.~~
- .25 Apply one apportioned sanctioned amount for each teen parent per month when there are multiple sanctioned teen parents in the AU.

HANDBOOK BEGINS HERE

- .251 Example: An AU contains two teen parents. They both fail to achieve adequate grades for the report card period ending in June. The case manager notifies the CWD on July 10 that each is due a sanction. The CWD will apply a \$100 sanction in August (\$50 for each teen parent) and a \$100 sanction in September (\$50 for each teen parent).

HANDBOOK ENDS HERE

- .26 Apply overlapping sanctions for individual teen parents consecutively.

HANDBOOK BEGINS HERE

- .261 Example: A teen parent fails to achieve adequate grades for the report card period ending in June. The case manager is not appraised of this situation until October 1 and notifies the CWD that a sanction is due on October 5. On October 10 the case manager notifies the CWD that the same teen parent is due a sanction for the report card period ending in September. The CWD applies a \$50 sanction in November, December, January, and February.

HANDBOOK ENDS HERE

- .3 Change in AU

The sanction shall follow the teen parent and be applied to the AU in which the teen parent is a member at the time the sanction is applied.

HANDBOOK BEGINS HERE

- .31 Example: A teen parent moves out of his/her mother's home and establishes an AU of his/her own. The teen parent is discontinued from the mother's AU at the end of June and is eligible in the new AU effective July 1. On July 10 the CWD determines that a sanction is due for the report card period ending June 30. The CWD applies the sanction to the new AU in the months of August and September.

HANDBOOK ENDS HERE

- .4 Treatment of Bonuses and Sanctions in Other Calculations

The CWD shall not include a Cal-Learn bonus or sanction in the calculation of an overpayment adjustment, a homeless assistance payment, or a reduced income supplement payment.

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82-836 FEDERAL AFDC PROGRAM FOR PREGNANT WOMEN

.1 (Continued)

HANDBOOK BEGINS HERE

.15 See Section 42-762.7 regarding federal eligibility during the first and second trimesters for pregnant Cal-Learn participants with no other eligible children.

.2 (Continued)

HANDBOOK ENDS HERE

## CAL-LEARN PROGRAM

## NOTICE OF ACTION (NOA) MESSAGE DOCUMENTS

These NOA message documents are to be used specifically for the Cal-Learn Program. They are to be used to inform Cal-Learn participants of the action(s) being taken by the county. Counties must use the language contained in the "message" portion in NOAs to individual clients.

The headings and "instructions" portions of the NOA message documents contain information for county and case manager use. Heading and instructional language for CDSS and counties should not be printed on the NOAs to Cal-Learn participants.

- |     |                       |  |
|-----|-----------------------|--|
| 1.  | M42-750B(CL) (12/93)  | Approve Child Care   |
| 2.  | M42-750C(CL) (12/93)  | Change Child Care  |
| 3.  | M42-750D(CL) (12/93)  | Deny Child Care Payment/ Increase  |
| 4.  | M42-750E(CL) (12/93)  | Discontinue Child Care<br>/Transportation  |
| 5.  | M42-750F(CL) (12/93)  | Approve Transportation   |
| 6.  | M42-750G(CL) (12/93)  | Change Transportation  |
| 7.  | M42-750H(CL) (12/93)  | Deny Transportation Payment/<br>Increase   |
| 8.  | M42-750J(CL) (12/93)  | Approve Ancillary Expenses   |
| 9.  | M42-750K(CL) (12/93)  | Deny Ancillary Expenses  |
| 10. | M42-750L(CL) (12/93)  | Payment Adjustment Child<br>Care/Transportation                                    |
| 11. | M42-750O(CL) (12/93)  | Extension of Child Care/<br>Transportation   |
| 12. | M42-750P(CL) (12/93)  | Reduce Child Care/ Transportation<br>Payment/ Increase                             |
| 13. | M42-750Q(CL) (12/93)  | Overpayment of Child Care<br>/Transportation/Ancillary; Payment<br>Limit No Change |
| 14. | M42-762.4(CL) (1/94)  | Control Group Notice   |
| 15. | M42-766.67(CL) (1/94) | Ineligible for Cal-Learn   |
| 16. | M42-769(CL) (12/93)   | Inform AU of Cal-Learn Status  |





State of California  
Department of Social Services

Manual Msg. No.: M42-750B(CL)  
Action : Approve  
Reason : Child Care  
Title: Approve Child Care  
Form No. : NA802  
Effective Date : 03/01/94  
Revision Date :

Auto ID No. :  
Flow Chart No. :  
Source : GAIN  
Regulation Cite: 42-750.1, 42-750.2, 42-760.3, 42-750.6

MESSAGE:

As of \_\_\_\_\_ until \_\_\_\_\_:

The county has approved your Cal-Learn child care. The most we will pay is \$\_\_\_\_\_ per \_\_\_\_\_.

Here's why:

The county will only pay child care for the days you are attending your approved Cal-Learn activity:\_\_\_\_\_.

Your child care payment is figured on this notice.

Child care payment will be: ☐ Paid to your provider ☐ Paid back to you ☐ Advanced to you ☐ Other:

☐ Because your approved activity is less than 30 days, you will not get another notice telling you when your payments end.

YOU MUST TELL US BEFORE YOU CHANGE CHILD CARE PROVIDERS EXCEPT IN AN EMERGENCY OR WE MAY NOT BE ABLE TO APPROVE AND PAY THE NEW PROVIDER.

You can also call your Cal-Learn case manager if you think this notice is wrong.

Child(ren): \_\_\_\_\_  
Child care for children not listed here stays the same.

\$ \_\_\_\_\_ rate  
x \_\_\_\_\_ ☐ hours ☐ days ☐ weeks ☐ month  
= \$ \_\_\_\_\_ per \_\_\_\_\_

Provider name: \_\_\_\_\_.

INSTRUCTIONS:

Use this NOA to approve child care payments for Cal-Learn participants.

On the "As of \_\_," line enter the effective date and complete the ending date. Fill in the amount to be paid and when (e.g., month, week, day).

Fill in the teen parent's approved activity.

Check the appropriate box for the child care payment method. If a two-party check is used, check the applicable box as well as the "Other" box. In the space provided, specify that it is a two-party check.

When the activity will be less than 30 days, check the last box.

The county may replace the word "US" with a worker's name and phone number in the sentence which starts with "YOU MUST TELL US BEFORE ...."

Complete applicable computation(s). Repeat the computation as many times as needed if different rates are being provided. The County may use an alternate calculation when the standard computation does not explain how the payment limit was figured.

The NA CL BACK (1/94), CAL-LEARN HEARING RIGHTS, must be provided with this notice.

State of California  
Department of Social Services

Manual Msg. No.: M42-750C(CL))

Action : Change

Reason: Child Care

Title: Change Child Care

Form No. : NA801/803

Effective Date : 03/01/94

Revision Date :

Auto ID No. :  
Flow Chart No. :  
Source : GAIN

Regulation Cite: 42-750.1, 42-750.2, 42-750.3, 42-750.6

MESSAGE:

As of \_\_\_\_\_ until \_\_\_\_\_:

☐ The county has changed the payment limit for your Cal-Learn child care from \$\_\_\_\_\_ per \_\_\_\_\_ to \$\_\_\_\_\_ per \_\_\_\_\_.

☐ The county has changed your payment method for child care from \_\_\_\_\_ to \_\_\_\_\_.

☐ Your child care provider has changed. Your child care at \_\_\_\_\_ has been paid through \_\_\_\_\_.  
Payment for \_\_\_\_\_ starts after that date.

The county will only pay child care for the days you are attending your approved Cal-Learn activity:\_\_\_\_\_.

Here's why:

☐ Your child care rate changed.

☐ Your child care hours changed.

☐ You asked for this change.

☐ Other:

Your new child care payment limit is figured on this notice.

☐ Because your approved Cal-Learn activity is less than 30 days, you will not get another notice telling you when your payment end.

YOU MUST TELL US BEFORE YOU CHANGE CHILD CARE PROVIDERS EXCEPT IN AN EMERGENCY. WE MAY NOT BE ABLE TO APPROVE AND PAY THE NEW PROVIDER.

~~You can also call your Cal-Learn case manager if you think this notice is wrong.~~

Child(ren): \_\_\_\_\_

Child care for children not listed here stays the same.

\$ \_\_\_\_\_ rate  
x \_\_\_\_\_ []hours []days []weeks []month  
= \$ \_\_\_\_\_ per month

Provider name: \_\_\_\_\_.

The rate is what your child care provider charges or the most we can pay based on your area's child care costs, whichever is less.

#### INSTRUCTIONS:

Use this NOA to: (1) change child care payment maximum or payment method to the currently approved child care provider; or (2) approve child care payments when the Cal-Learn teen parent requests a new provider and the new provider meets regulatory approved criteria; or (3) remove a child from payment. If only child is being removed, use M42-750E(CL).

When the change is an increase, on the "As of \_\_\_\_" line, enter the date the change was approved. Enter that date and the ending date.

When the change is a decrease, the authorization date on the "As of \_\_\_\_" line must allow for the 10-day timely notice period. When there is a decrease, the NOA must be timely.

Check appropriate box(es) and fill in spaces.

Check the first box when there is a change in the maximum.

Check the second box when there is a change in the method of payment (e.g., provider payments instead of advance payments directly to the teen parent).

Fill in the teen parent's approved activity.

Check the third box, when there is a change in providers.

Under "Here's why," check the appropriate reason box. When you check the "Other" box, specify the reason for the action.

When the activity will be less than 30 days, check the last box.

Complete a separate computation for each child who had a change in child care. The county does not have to complete a calculation for payments that are not changing.

Repeat the computation if different rates are being provided. The county may use an alternate calculation when the standard computation does not explain how the payment limit was figured.

The county may replace the word "US" with a worker's name and phone number in the sentence which starts with "YOU MUST TELL US BEFORE...."

The NA CL BACK, CAL-LEARN HEARING RIGHTS, must be provided with this notice.

State of California  
Department of Social Services

Manual Msg. No.: M42-750D(CL)  
Action : Denial  
Reason : Child Care  
Title: Deny Child Care  
Form No. : NA802  
Effective Date : 03/01/94  
Revision Date :

Auto ID No. :  
Flow Chart No. :  
Source : GAIN  
Regulation Cite: 42-750.1, 42-750.2, 42-750.3

MESSAGE:

As of \_\_\_\_\_:

- ☐ Payment for your Cal-Learn child care with \_\_\_\_\_ is denied.
- ☐ Your request to raise your Cal-Learn child care payments is denied.

Here's why:

- ☐ You are not in an approved Cal-Learn activity.
- ☐ You are already getting the most the county can pay based on your area's child care costs.
- ☐ The Cal-Learn child care you asked for is not needed to attend your approved Cal-Learn activity: \_\_\_\_\_.
- ☐ Your child \_\_\_\_\_ is not in your AFDC assistance unit and is not receiving federal foster care, or SSI/SSP payments.
- ☐ The child care provider you wanted must have a license but does not have one.
- ☐ The child care provider is not 18 years of age or older.
- ☐ The child care provider is your child's parent, legal guardian or a member of your AFDC assistance unit.
- ☐ You have not provided us records that show your aided child \_\_\_\_\_ has a physical or mental condition that requires special care.
- ☐ Other:

---

You can call your Cal-Learn case manager if you think this notice is wrong.

INSTRUCTIONS:

Use this NOA to deny child care payments for Cal-Learn teen parents.

On the "As of \_\_\_\_" line, enter the date the determination was made. If you check first box, enter name of child care provider in space provided.

Under the "here's why" section, check appropriate box(es) and complete all other applicable information. When checking the "Other" box,

specify the reason for the action. If the forth box is checked, you must also determine if the teen parent continues to be eligible to participate in Cal-Learn. If the teen parent's child is no longer in the teen parent's AU, the teen parent may not be eligible to participate in Cal-Learn and NOAs M42-766.67 and M42-750E must also be issued.

The NA CL BACK (1/94), CAL-LEARN HEARING RIGHTS, must be provided with this notice.

State of California  
Department of Social Services

Manual Reg. No.: M42-750E(CL)  
Action : Disc.  
Reason: Support Services  
Title: Discontinue Child Care/  
Transportation

Auto ID No. :  
Flow Chart No. :  
Source : GAIN  
Regulation Cite: 42-750.1, 42-750.2, 42-750.3, 42-750.4

Form No. : NA802  
Effective Date : 03/01/94  
Revision Date :

MESSAGE:

As of \_\_\_\_\_:

- ☐ Payment of your Cal-Learn child care will stop.
- ☐ Payment of your Cal-Learn transportation will stop.

Here's why:

- ☐ You are no longer a Cal-Learn participant.
- ☐ You moved out of this county.
- ☐ You went off cash aid.
- ☐ Your child \_\_\_\_\_ is no longer in your AFDC assistant unit.
- ☐ Your child(ren) no longer need(s) child care.
- ☐ Your child care provider is your child's parent, legal guardian or a member of your AFDC assistance unit.
- ☐ Other:

You can also call your Cal-Learn case manager if you think this notice is wrong.

INSTRUCTIONS:

Use this NOA to discontinue child care for Cal-Learn teen parents. On the "As of \_\_\_\_" line, enter the effective date of the action. Check appropriate box.

Under "Here's why," check the appropriate box(es) and complete all other applicable information. You must also determine if the teen parent continues to be eligible to participate in the Cal-Learn Program. If the teen parent is no longer eligible, issue NOA M42-766.67 with M42-750E.

This NOA must be timely.

When checking the "Other" box, specify the reason for the action.

The NA CL BACK (1/94), CAL-LEARN HEARING RIGHTS, must be provided with this notice.

State of California  
Department of Social Services

Manual Ms. No.: M42-750F(CL)  
Action : Approve  
Reason : Transportation  
Title: Approve Transportation  
Form No. : NA802  
Effective Date : 03/01/94  
Revision Date :

Auto ID No. :  
Flow Chart No. :  
Source : GAIN  
Regulation Cite: 42-750.1, 42-750.4, 42-750.6

MESSAGE:

As of \_\_\_\_\_ until \_\_\_\_\_.

- ☐ The county has approved your Cal-Learn transportation. The most we can pay is \$\_\_\_\_\_ for a total of \_\_\_\_\_ miles per \_\_\_\_\_.
- ☐ The county has approved \$\_\_\_\_\_ per \_\_\_\_\_ based on public transportation rates.
- ☐ The county will provide you with Cal-Learn transportation.

Here's why:

The county will only pay for transportation while you are going to your approved Cal-Learn activity:\_\_\_\_\_.

Your transportation payment limit is figured on this notice.

Mileage can be paid only if there is no public transportation available, or it cost the same or less than public transportation. Public transportation is available when it takes two hours or less round trip to get you from your home to your Cal-Learn assignment on time. You cannot count time to go to and from your child's school or child care. If you drive your care even though public transportation is available, you will be paid at the public transportation rate or the mileage rate, whichever is lower.

Your transportation payments will be ☐ Advanced to you ☐ Paid back to you ☐ Paid to your transportation provider ☐ Other:

- ☐ Because your Cal-Learn assignment activity is less than 30 days, you will not get another notice telling you when your payments end.

~~YOU MUST TELL US BEFORE YOU CHANGE YOUR TRANSPORTATION ARRANGEMENTS EXCEPT IN AN EMERGENCY OR WE MAY NOT BE ABLE TO APPROVE AND PAY FOR THE NEW ARRANGEMENTS.~~

You can also call your Cal-Learn case manager if you think this notice is wrong.

☐ Public Transportation

\_\_\_\_\_ rate  
X \_\_\_\_\_ per \_\_\_\_\_  
= \$ \_\_\_\_\_



☐ Your car' mileage

\$ \_\_\_\_\_ rate  
X \_\_\_\_\_ per \_\_\_\_\_  
X \_\_\_\_\_ miles  
= \$ \_\_\_\_\_

☐ parking

\$ \_\_\_\_\_ ☐ month ☐ school term ☐ other:

#### INSTRUCTIONS:

Use this NOA to approve transportation for Cal-Learn teen parents. On the "As of \_\_\_\_" line, enter the effective date of the action and the ending date. Check the appropriate box(es) and complete all other applicable information.

Under the Here's why" section, check the appropriate box(es) and complete all other applicable information. When checking the "Other" box, specify the reason for the action. When there will be a two-party check, check the other box and state the payemnt will be made with a two-party check.

This NOA must be timely.

When the activity will be less than 30 days, check the last box.

Complete the computation as many times as needed.

The NA CL BACK (1/94), CAL-LEARN HEARING RIGHTS, must be provided with this notice.

State of California  
Department of Social Services

Manual Msg. No.: M42-750G(CL)  
Action : Change  
Reason : Transportation  
Title: Change Transportation  
Form No. : NA802  
Effective Date : 03/01/94  
Revision Date :

Auto ID No. :  
Flow Chart No. :  
Source : GAIN  
Regulation Cite: 42-750.1, 42-750.4, 42-750.6

MESSAGE:

As of \_\_\_\_\_ until \_\_\_\_\_.

- ☐ The county has approved your Cal-Learn transportation. The most we can pay is \$\_\_\_\_\_ for a total of \_\_\_\_\_ miles per \_\_\_\_\_.
- ☐ The county has approved \$\_\_\_\_\_ per \_\_\_\_\_ based on public transportation rates.
- ☐ The county has changed your bus tickets from \_\_\_\_\_ to \_\_\_\_\_ per \_\_\_\_\_.
- ☐ The county has changed your payment method from \_\_\_\_\_ to \_\_\_\_\_.

Here's why:

- ☐ Your mileage rate changed.
- ☐ Your mileage changed.
- ☐ The public transportation rate changed.
- ☐ Public transportation is available which takes less than one hour to get you to your approved Cal-Learn activity on time.
- ☐ Other:

Your transportation payment limit is figured on this notice.

Mileage can be paid only if there is no public transportation available, or it cost the same or less than public transportation. Public transportation is available when it takes two hours or less round trip to get you from your home to your Cal-Learn assignment on time. You cannot count time to go to and from your child's school or child care. If you drive your care even though public transportation is available, you will be paid at the public transportation rate or the mileage rate, whichever is lower.

Your transportation payments will be ☐ Advanced to you ☐ Paid back to you ☐ Paid to your transportation provider ☐ Other:

- ☐ Because your Cal-Learn assignment activity is less than 30 days, you will not get another notice telling you when your payments end.

YOU MUST TELL US BEFORE YOU CHANGE YOUR TRANSPORTATION ARRANGEMENTS EXCEPT IN AN EMERGENCY OR WE MAY NOT BE ABLE TO APPROVE AND PAY FOR THE NEW ARRANGEMENTS.

You can also call your Cal-Learn case manager if you think this notice is wrong.

☐ Public transportation

X        rate  
       \_\_\_\_\_ per \_\_\_\_\_  
 = \$ \_\_\_\_\_

☐ Your car's mileage

X        rate  
       \_\_\_\_\_ per \_\_\_\_\_  
 X        miles  
 = \$ \_\_\_\_\_

☐ Parking

\$\_\_\_\_\_ ☐ month ☐ school term ☐ other:

#### INSTRUCTIONS:

Use this NOA to change Cal-Learn transportation payment maximums, number of bus passes, payment method or change in method of transportation for Cal-Learn teen parents. On the "As of \_\_\_\_\_" line, enter the effective date of the action and the ending date.

When the change is an increase, the effective date is the date the change was approved.

When the change is a decrease and the decrease is initiated by the County, the authorization date must allow for the 10-day timely notice period. Enter that effective date on the "As of \_\_\_\_\_" line and include the ending date. When there is a decrease, the NOA must be timely.

When the change is a decrease and is initiated by the client or the provider, the authorization date must be calculated after the county learns about the teen parent's or the provider's action. The county's effective date must allow for the 10-day timely notice period. This NOA must also be timely.

Check the appropriate box(es) and complete all other applicable information.

When checking the "Other" box, specify the reason for the action.

This NOA must be timely.

Complete the formula computation as needed to show applicable rate.

The NA CL BACK (1/94), Cal-Learn Hearing Rights, must be provided with this notice.

State of California  
Department of Social Services

Manual Ms No.: M42-750H(CL)  
Action : Deny  
Reason : Transportation  
Title: Deny Transportation  
Form No. : NA802  
Effective Date : 03/01/94  
Revision Date :

Auto ID No. :  
Flow Chart No. :  
Source : GAIN  
Regulation Cite: 42-750.1, 42-750.4

MESSAGE:

As of \_\_\_\_\_:

The Cal-Learn transportation: ☐ payment ☐ increase you asked for is denied.

Here's why:

☐ Your are already getting as much as the county can pay because:

☐ the maximum mileage rate is \$\_\_\_\_\_ per \_\_\_\_\_.

☐ public transportation is available.

☐ Cal-Learn transportation is available.

☐ You are not in an approved Cal-Learn assignment.

☐ The transportation you asked for is not needed to go to your approved Cal-Learn activity.

☐ Other:

You can also call your Cal-Learn case manager if you think this notice is wrong.

INSTRUCTIONS:

Use this NOA to deny Cal-Learn transportation payments or increases. On the "As of \_\_\_\_" line, enter the effective date. Check appropriate box.

Under the "Here's why" section, check the appropriate box(es) and complete all other applicable information.

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When checking the "Other" box, specify the reason for the action.

The NA CL BACK (1/94), CAL-LEARN HEARING RIGHTS, must be provided with this notice.

State of California  
Department of Social Services

Manual Msg. No.: M42-750J(CL)  
Action : Approve  
Reason : Ancillary  
Title: Approve Ancillary  
Expenses

Auto ID No. :  
Flow Chart No. :  
Source : GAIN  
Regulation Cite: 42-750.1, 42-750.5, 42-750.6

Form No. : NA802  
Effective Date : 03/01/94  
Revision Date :

MESSAGE:

As of \_\_\_\_\_, the county has approved your request for payment of the following items needed for your approved Cal-Learn activity:

Item	Cost	Item	Cost
_____	\$ _____	_____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		Total	\$ _____

Your payments will be: ☐ advanced to you ☐ Paid back to you ☐ :Paid to the store ☐ Paid to the school ☐ Other:

☐ The following items you asked for were not approved for payment:

Item	Item
_____	_____
_____	_____
_____	_____

Here's why:

☐ The cost is not necessary because: \_\_\_\_\_

☐ You do not need \_\_\_\_\_ for your Cal-Learn activity because: \_\_\_\_\_

☐ Other:

You can call your Cal-Learn case manager if you think this notice is wrong.

**INSTRUCTIONS:**

Use this NOA to approve Cal-Learn ancillary payments and to include any ancillary items which were not approved.

On the "As of \_\_\_\_\_" line, enter the authorization date. Also list the items approved and the costs for each item. Check the method of payment. List the items disapproved if any.

Under the "Here's why" section, check the first box when the item can be purchased for less and specify what the alternative item and cost. Check the second box if the item requested is not needed for the Cal-Learn activity and specify the reason the item is not necessary. When checking the "Other" box, specify the reason for denial. Use the "Other" box when the teen parent is attending a vocational program and asked for the payment of ancillary items the teen parent needs to attend the vocational program.

State of California  
Department of Social Services

Manual Msg. No.: M42-750K(CL)  
Action : Deny  
Reason : Ancillary  
Title: Deny Ancillary  
Expenses  
Form No. : NA802  
Effective Date : 03/01/94  
Revision Date :

Auto ID No. :  
Flow Chart No. :  
Source : GAIN  
Regulation Cite: 42-750.1, 42-750.4

MESSAGE:

As of \_\_\_\_\_, the county has denied your request for payment of the following items needed for your approved Cal-Learn activity:

Item	Item
_____	_____
_____	_____
_____	_____
_____	_____

Here's why:

☐ You are not in an approved Cal-Learn activity.

☐ The cost is not necessary because: \_\_\_\_\_  
\_\_\_\_\_.

☐ You do not need these items for your Cal-Learn activity: \_\_\_\_\_  
\_\_\_\_\_.

☐ Other:

You can call your Cal-Learn worker if you think this notice is wrong.

INSTRUCTIONS:

Use this NOA to deny Cal-Learn ancillary payments. On the "As of \_\_\_\_" line, enter the date the determination was made. List the items denied.

Under the "Here's why" section, check the first box when the teen parent is not in an approved Cal-Learn activity. Check the second box when the cost is not necessary. Check the third box when the item is not needed for the teen parent to attend his/her Cal-Learn activity. When checking the "Other" box, specify the reason for the denial.



State of California  
Department of Social Services

Manual Msg. No.: M42-750L(CL)  
Action : Adjustment  
Reason : Supportive Svcs  
Title: Adjust Child Care/  
Transportation

Auto ID No. :  
Flow Chart No. :  
Source : GAIN  
Regulation Cite: 42-750.1, 42-750.2, 42-750.3, 42-750.4, 42-750.6

Form No. : NA802  
Effective Date : 03/01/94  
Revision Date :

MESSAGE:

As of \_\_\_\_\_, your Cal-Learn ☐ child care ☐ transportation  
for \_\_\_\_\_ is \$\_\_\_\_\_. This amount is less than what you  
asked for.

Here's why:

- ☐ You did not attend your approved Cal-Learn activity on all the ☐  
days ☐ hours you asked for Cal-Learn payments.
- ☐ You asked for payment for \_\_\_\_ child care hours, but we can only pay  
for \_\_\_\_\_ child care hours because: \_\_\_\_\_  
\_\_\_\_\_.
- ☐ You asked for \_\_\_\_\_ miles, but we can only pay for \_\_\_\_\_  
miles because: \_\_\_\_\_.
- ☐ Other:

Your ☐ child care payment ☐ transportation payment limit is figured on  
this notice.

Mileage can be paid only if there is no public transportation available,  
or it cost the same or less than public transportation. Public  
transportation is available when it takes two hours or less round trip  
to get you from your home to your Cal-Learn assignment on time. You  
cannot count time to go to and from your child's school or child care.  
If you drive your car even though public transportation is available,  
you will be paid at the public transportation rate or the mileage rate,  
whichever is lower.

Your ☐ child care ☐ transportation payments will be ☐ Advanced to you  
☐ Paid back to you ☐ Paid to your child care or transportation  
provider ☐ Other:

YOU MUST TELL US BEFORE YOU CHANGE YOUR CHILD CARE OR TRANSPORTATION  
ARRANGEMENTS EXCEPT IN AN EMERGENCY OR WE MAY NOT BE ABLE TO APPROVE AND  
PAY FOR THE NEW ARRANGEMENTS.

You can also call your Cal-Learn worker if you think this notice is  
wrong.

## CHILD CARE:

Child(ren): \_\_\_\_\_

Child care for children not listed here stays the same.

\$ \_\_\_\_\_ rate  
 X \_\_\_\_\_ [] hours [] days [] weeks [] month  
 = \$ \_\_\_\_\_ per \_\_\_\_\_

The rate is what your child care provider charges or the most the county can pay based on your area's child care costs, whichever is less.

## TRANSPORTATION:

[] Public transportation

\$ \_\_\_\_\_ rate  
 X \_\_\_\_\_ per \_\_\_\_\_  
 = \$ \_\_\_\_\_

[] your car's mileage

\$ \_\_\_\_\_ rate  
 X \_\_\_\_\_ per \_\_\_\_\_  
 X \_\_\_\_\_ miles  
 \$ \_\_\_\_\_

[] parking

\$ \_\_\_\_\_ [] month [] school term [] other

## INSTRUCTIONS:

Use this NOA to when the amount paid for regular, approved Cal-Learn child care and/or transportation is less than the amount claimed, but within the authorized maximum. Use also to notify teen parents when payments made to temporary providers are less than the amount claimed. This NOA is sent at the same time as the payment.

On the "As of \_\_\_\_\_" line, enter the date the determination was made.  
 Enter the teen parent's child name or activity and the amount.

Under the "Here's why" section, check the appropriate box(es) and complete all other applicable information. When checking the "Other" box, specify the reason for the adjustment.

This NOA must be timely in accordance with MPP Section 22-022.

## CHILD CARE:

Complete a separate computation for every child as needed. Repeat the formula as needed to show what is being paid.

**TRANSPORTATION:**

Check the appropriate box for the method of transportation and complete the appropriate calculation.

Check the appropriate box for payment method. If a two-party check is used, check the applicable box and "Other" box. For the "Other" box, specify that it is a two party check.

The NA CL BACK (1/94), Cal-Learn Hearing Rights, must be provided with this notice.

State of California  
Department of Social Services

Manual msg. No.: M42-7500(CL)  
Action : Approve  
Reason: Supportive Services  
Title: Extension Child Care/  
Transportation

Auto ID No. :  
Flow Chart No. :  
Source : GAIN  
Regulation Cite: 42-750.1, 42-750.2, 42-750.3, 42-750.4

Form No. : NA802  
Effective Date : 03/01/94  
Revision Date :

MESSAGE:

As of \_\_\_\_\_:

☐ Your Cal-Learn child care has been extended until \_\_\_\_\_.

☐ Your Cal-Learn transportation has been extended until \_\_\_\_\_.

Nothing about your approved supportive services has changed except the date your payment ends.

☐ Because the extension is less than 30 days, this is the only notice you will get telling you about the extension.

Here's why:

☐ Your approved Cal-Learn assignment \_\_\_\_\_ is continuing.

☐ We are paying for your child care space so that it will be there when the next school semester starts.

☐ Other:

INSTRUCTIONS:

Use this NOA to approve Cal-Learn transportation when a teen parent is continuing in school and the teen parent needs to retain the transportation.

Use this NOA to extend and approve previously approved Cal-Learn child care payments when: (1) the teen parent's next semester will begin within 30 days after the previous semester, and (2) the teen parent wants to reserve the previously approved child care slot so he/she can use the same provider when the new semester begins. Use the M42-750L (Payment Adjustment NOA) for any necessary billing adjustments when you receive a claim for the extension period. When the teen parent's semester begins, use M42-750C (Change Child Care) to make any payment adjustments that may be needed because the new semester requires more or fewer hours of child care. If the teen parent decides to use a different provider, use M42-750C (Change Child Care) to approve new child care payments.

On the "As of \_\_\_\_" line, enter the effective date. Check the appropriate box and enter the date of the extension. If the extension is less than 30 days, check the third box.

Under the "Here's why" section check the appropriate box(es) and complete all other applicable information. When checking the "Other" box, specify the reason for the action. This NOA must be timely.

The NA CL BACK (1/94), CAL-LEARN HEARING RIGHTS, must be provided with this notice.

State of California  
Department of Social Services

Manual msg. No.: M42-750P(CL)  
Action : Reduce  
Reason: Supportive Services  
Title: Reduce Child Care/  
Transportation/  
Ancillary

Auto ID No. :  
Flow Chart No. :  
Source : GAIN

Form No. : NA802  
Effective Date : 03/01/94  
Revision Date :

Regulation Cite: 42-750, 42-750.3, 42-750.4, 42-750.6, 42-751.44

MESSAGE:

As of \_\_\_\_\_, your payment for Cal-Learn: ☐ child care  
☐ transportation ☐ educational related expenses will be  
\$\_\_\_\_\_. This is less than what you asked.

Here's why:

You have to pay us back any money we advance to you that you do not use  
to pay for Cal-Learn expenses.

☐ The proof of costs shows that you did not use all of your advance for  
\_\_\_\_\_.

☐ You failed to give us proof of costs by the 10th of this month. You  
must give us \_\_\_\_\_.

☐ Other:

Payment for your ☐ child care ☐ transportation ☐ educational related  
expenses is figured on this notice.

Call your Cal-Learn worker if this adjusted payment means you will not  
be able to stay in your Cal-Learn assignment, if you will have to change  
your child care provider you have now or if you will not be able to  
attend your Cal-Learn assignment.

CALL YOUR CAL-LEARN WORKER IF YOU THINK THIS NOTICE IS WRONG. ALSO, YOU  
MAY ASK FOR A STATE HEARING, "YOUR CAL-LEARN HEARING RIGHTS" FORM TELLS  
YOU HOW TO ASK FOR A STATE HEARING.

CHILD CARE:

Your payment of \$\_\_\_\_\_ for this month will be changed on \_\_\_\_\_  
as follows:

\$\_\_\_\_\_ your actual advance payment for \_\_\_\_\_  
- \_\_\_\_\_ your actual costs for that month  
= \$\_\_\_\_\_ unused advance  
\$\_\_\_\_\_ amount requested  
- \_\_\_\_\_ unused advance  
= \$\_\_\_\_\_ adjusted payment

## TRANSPORTATION

Your payment of \$\_\_\_\_\_ for this month will be changed on \_\_\_\_\_ as follows:

\$\_\_\_\_\_ your actual advance payment for \_\_\_\_\_  
 - \_\_\_\_\_ your actual costs for that month  
 = \$\_\_\_\_\_ unused advance  
 \$\_\_\_\_\_ amount requested  
 - \_\_\_\_\_ unused advance  
 = \$\_\_\_\_\_ adjusted payment

## EDUCATIONAL RELATED EXPENSES

Your payment of \$\_\_\_\_\_ for this month will be changed on \_\_\_\_\_ as follows:

\$\_\_\_\_\_ your actual advance payment for \_\_\_\_\_  
 - \_\_\_\_\_ your actual costs for that month  
 = \$\_\_\_\_\_ unused advance  
 \$\_\_\_\_\_ amount requested  
 - \_\_\_\_\_ unused advance  
 = \$\_\_\_\_\_ adjusted payment

## INSTRUCTIONS:

Use this NOA to reduce payment for Cal-Learn child care, transportation or ancillary expenses and to inform the teen parent that he/she must pay back any unused portion of an advance payment for supportive services.

On the "As of \_\_\_\_" line, enter the effective date. Check the appropriate box(es) and complete all other applicable information.

Under the "Here's why" section, check appropriate box and complete all other applicable information. When checking the "Other" box, specify the reason for the adjustment.

This NOA must be timely.

Complete the computations as many times as needed. Enter the amount and the date on the line that says "Your payment of \$\_\_\_\_...."

The NA CL BACK (1/94), CAL-LEARN HEARING RIGHTS, must be provided with this notice.

State of California  
Department of Social Services

Manual Msg. No.: M42-750Q(CL)  
Action : Overpayment  
Reason: Supportive Services  
Title: Overpayment Child Care/  
Transportation/  
Ancillary

Auto ID No. :  
Flow Chart No. :  
Source : GAIN  
Regulation Cite: 42-750, 42-750.6, 42-751.

Form No. : NA802  
Effective Date : 03/01/94  
Revision Date :

MESSAGE:

As of \_\_\_\_\_, your payment for Cal-Learn ☐ child care ☐ transportation ☐ educational related expenses for \_\_\_\_\_ is \$\_\_\_\_\_. This amount is less than what you asked for. Your payment limit has not changed.

Here's why:

- ☐ You have to pay us back any money we advance to you that you do not use to pay for Cal-Learn supportive service expenses. We subtracted that portion of your advance payment that was not used for Cal-Learn supportive services.
- ☐ We subtracted the amount listed in your Cal-Learn overpayment agreement notice dated \_\_\_\_\_.
- ☐ We subtracted the amount we figured we need to take to adjust your overpayment. We told you about this in your Cal-Learn overpayment notice dated \_\_\_\_\_.
- ☐ ☐ Other:

Your ☐ child care ☐ transportation ☐ educational related limit is figured on this notice.

Mileage can be paid only if there is no public transportation available or it costs the same as or less than public transportation. Public transportation is available when it takes no more than two hours round trip for you to get from your home to your Cal-Learn activity on time. You cannot count time to go to and from your child's school or child care. ~~If you drive your car even though public transportation is~~ available, you will be paid at the public transportation rate or the mileage rate, whichever is less.

Call your Cal-Learn case manager if this adjusted payment means you will not be able to stay in your Cal-Learn activity, or if it will mean you will have to change your child care provider you have now.

CHILD CARE:

- ☐ Your payment of \$\_\_\_\_\_ for \_\_\_\_\_ has been adjusted effective as follows:  
\$\_\_\_\_\_ your actual advance payment for \_\_\_\_\_



- \_\_\_\_\_ your actual costs for that month  
 = \$ \_\_\_\_\_ unused advance  
 \$ \_\_\_\_\_ amount requested \_\_\_\_\_  
 - \_\_\_\_\_ unused advance  
 = \$ \_\_\_\_\_ adjusted payment

#### TRANSPORTATION

[ ] Your payment of \$ \_\_\_\_\_ for \_\_\_\_\_  
 has been adjusted effective as follows:  
 \$ \_\_\_\_\_ your actual advance payment for \_\_\_\_\_  
 - \_\_\_\_\_ your actual costs for that month  
 = \$ \_\_\_\_\_ unused advance  
 \$ \_\_\_\_\_ amount requested \_\_\_\_\_  
 - \_\_\_\_\_ unused advance  
 = \$ \_\_\_\_\_ adjusted payment

#### EDUCATIONAL RELATED EXPENSES

[ ] Your payment of \$ \_\_\_\_\_ for \_\_\_\_\_  
 has been adjusted effective as follows:  
 \$ \_\_\_\_\_ your actual advance payment for \_\_\_\_\_  
 - \_\_\_\_\_ your actual costs for that month  
 = \$ \_\_\_\_\_ unused advance  
 \$ \_\_\_\_\_ amount requested \_\_\_\_\_  
 - \_\_\_\_\_ unused advance  
 = \$ \_\_\_\_\_ adjusted payment

#### INSTRUCTIONS:

THIS CAL-LEARN NOA MUST BE SENT AT THE SAME TIME AS THE CAL-LEARN REDUCE PAYMENT NOA M42-750P.

Use this NOA to: (1) recover an unused portion of an advance payment by adjusting a future supportive services payment after NOA M42-750P has been sent and proof of costs has been received for supportive services; (2) recover a supportive services overpayment by adjusting a

future supportive services payment, either automatically or in accordance with a signed CAL-LEARN REPAYMENT AGREEMENT, CL 6 (1/94) and after the CAL-LEARN OVERPAYMENT NOTICE, CL 5 (1/94) has been sent.

This NOA must be issued each time a payment adjustment is made. This NOA must be timely.

When making payment adjustments, child care overpayments can only be recovered from a future child care payment; transportation or ancillary overpayments can be recovered from future transportation or ancillary payments.

On the "As of \_\_\_\_" line, enter the effective date. Check the appropriate box(es) and complete all other applicable information.

Under the "Here's why" section, check appropriate box(es) and complete all other applicable information. When checking the "Other" box, specify the reason for the action.

This NOA must be timely in accordance with MPP Section 22-022.

Complete the computations as many times as needed. Enter the amount and the month on the line that says "Your payment of \$\_\_\_\_."

The NA CL BACK (1/94), CAL-LEARN HEARING RIGHTS, must be provided with this notice.

State of California  
Department of Social Services

Manual Msg. No.: M42-762.4(CL)  
Action : Inform  
Reason : Control Group  
Title: Inform Control Group  
Form No. : NA802  
Effective Date : 03/01/94  
Revision Date :

Auto ID No. :  
Flow Chart No. :  
Source : GAIN  
Regulation Cite: 42-762.4

MESSAGE:

As of January 1, 1994, State Law changed the rules for the Greater Avenues for Independence (GAIN) Program by starting the Cal-Learn Program.

Your case has been selected by chance to be part of a group that will not get Cal-Learn services.

Here's why:

The law says we must check to see how new rules work.

In Los Angeles, Alameda, San Joaquin and San Bernardino counties, Cal-Learn teen parents are divided into the following two groups:

1. Those that get services under the Cal-Learn Program.
2. Those that will not get services under the Cal-Learn Program.

We will gather information from members of these two groups to see how the Cal-Learn Program is working.

If you think this action is wrong, you may ask for a state hearing. The Cal-Learn Hearing Rights form is on the back of this notice.

INSTRUCTION:

Use this NOA to inform teen parents who are eligible to participate in the Cal-Learn Program that they have been selected to be in the control group and will not get Cal-Learn services.

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State of California  
Department of Social Services

Manual No.: M42-769(CL)  
Action : Inform  
Reason : Notice AU  
Title: Inform AU of Cal-Learn  
Form No. : NA802  
Effective Date : 03/01/94  
Revision Date :

Auto ID No. :  
Flow Chart No. :  
Source : GAIN  
Regulation Cite: 42-769.1, 42-769.2, 42-769.3, 42-769.4

MESSAGE:

This notice is being sent to you because you are a Cal-Learn participant or you have a Cal-Learn teen parent in your assistance unit that can get a cash bonus or penalty based on report card grades.

The county has figured that for the report card period of \_\_\_\_\_ through \_\_\_\_\_, your cash aid will not change.

Here's why:

☐ \_\_\_\_\_ received a D grade average.

☐ \_\_\_\_\_ is exempt from the Cal-Learn Program until \_\_\_\_\_ because:

☐ He/she was expelled from school.

☐ No child care available.

☐ No transportation available.

☐ He/she is ill, injured or incapacitated.

☐ No access to child care, transportation or case management due to lack of program funding.

☐ \_\_\_\_\_ is deferred from Cal-Learn until \_\_\_\_\_ because:

☐ No child care temporarily available.

☐ No transportation temporarily available.

☐ No case management temporarily available.

---

☐ Special need resulting from:\_\_\_\_\_.

☐ Recovering from the birth of a baby.

☐ Other:

You can call your Cal-Learn case manager if you think this notice is wrong.

INSTRUCTIONS:

Use this NOA to inform the caretaker relative and the Cal-learn teen parent that (1) the teen is making adequate progress; (2) the teen

parent was participating in the Cal-Learn Program but is being exempted from the Cal-Learn Program based on the Cal-Learn exemption criteria; or (3) the teen parent was participating in the Cal-Learn Program but is being deferred from receiving a bonus or being subject to sanctions based on the Cal-Learn deferral criteria.

Enter the dates for the period of time that the AFDC grant will not change.

Under the "Here's why" section, check appropriate box(es) and complete other information as needed.

## CAL-LEARN PROGRAM

## REPRODUCIBLE NOA FORMS

These reproducible NOA forms are to be used by counties in place of the NOA messages.

Refer to the NOA messages for instructions of when and how to complete these camera-ready NOA forms.

- |     |                               |   |
|-----|-------------------------------|---|
| 1.  | M42-750B (CAL-LEARN) (12/93)  | Approve Child Care  |
| 2.  | M42-750C (CAL-LEARN) (12/93)  | Change Child Care   |
| 3.  | M42-750D (CAL-LEARN) (12/93)  | Deny Child Care<br>Payment/ Increase  |
| 4.  | M42-750E (CAL-LEARN) (12/93)  | Discontinue Child Care/<br>Transportation   |
| 5.  | M42-750F (CAL-LEARN) (12/93)  | Approve Transportation  |
| 6.  | M42-750G (CAL-LEARN) (12/93)  | Change Transportation   |
| 7.  | M42-750H (CAL-LEARN) (12/93)  | Deny Transportation<br>Payment/Increase   |
| 8.  | M42-750J (CAL-LEARN) (12/93)  | Approve Ancillary<br>Expenses   |
| 9.  | M42-750K (CAL-LEARN) (12/93)  | Deny Ancillary Expenses   |
| 10. | M42-750L (CAL-LEARN) (12/93)  | Payment Adjustment<br>Child Care/<br>Transportation                                   |
| 11. | M42-750O (CAL-LEARN) (12/93)  | Extension of Child<br>Care/Transportation   |
| 12. | M42-750P (CAL-LEARN) (12/93)  | Reduce Child Care/<br>Transportation Payment/<br>Increase                             |
| 13. | M42-750Q (CAL-LEARN) (12/93)  | Overpayment of Child<br>Care/Transportation/<br>Ancillary; Payment<br>Limit No Change |
| 14. | M42-762.4 (CAL-LEARN) (1/94)  | Control Group Notice  |
| 15. | M42-766.67 (CAL-LEARN) (1/94) | Ineligible for Cal-<br>Learn  |
| 16. | M42-769 (CAL-LEARN) (12/93)   | Inform AU of Cal-Learn<br>Status  |

# NOTICE OF ACTION

COUNTY OF \_\_\_\_\_

STATE OF CALIFORNIA  
HEALTH AND WELFARE AGENCY  
DEPARTMENT OF SOCIAL SERVICES

Notice Date : \_\_\_\_\_  
Case Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Worker Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ADDRESSEE)

Questions? Ask your Cal-Learn Case Manager.

**State Hearing:** If you think this action is wrong, you can ask for a hearing. The back of this page tells you how.

As of \_\_\_\_\_ until \_\_\_\_\_

The county has approved your Cal-Learn child care. The most we will pay is \_\_\_\_\_ per \_\_\_\_\_.

Here's why,

The county will only pay child care for days you are attending your approved Cal-Learn activity: \_\_\_\_\_.

Your child care payment limit is figured on this notice.

Child care payment will be : ☐ Paid to your provider ☐ Paid back to you ☐ Advanced to you ☐ Other:

☐ Because your Cal-Learn activity is less than 30 days, you will not get another notice telling you when your payments end.

**YOU MUST TELL US BEFORE YOU CHANGE CHILD CARE PROVIDERS EXCEPT IN AN EMERGENCY OR WE MAY NOT BE ABLE TO APPROVE AND PAY THE NEW PROVIDER.**

You can also call your Cal-Learn case manager if you think this notice is wrong.

Child(ren): \_\_\_\_\_  
Child care for children not listed here stays the same.

\$ \_\_\_\_\_ rate

X ☐ hours ☐ days ☐ weeks ☐ month

= \$ \_\_\_\_\_ per \_\_\_\_\_

Provider name: \_\_\_\_\_

Child(ren): \_\_\_\_\_  
Child care for children not listed here stays the same.

\$ \_\_\_\_\_ rate

X ☐ hours ☐ days ☐ weeks ☐ month

= \$ \_\_\_\_\_ per \_\_\_\_\_

Provider name: \_\_\_\_\_

Child(ren): \_\_\_\_\_  
Child care for children not listed here stays the same.

\$ \_\_\_\_\_ rate

X ☐ hours ☐ days ☐ weeks ☐ month

= \$ \_\_\_\_\_ per \_\_\_\_\_

Provider name: \_\_\_\_\_

The rate is what your child care provider charges or the most we can pay based on your area's child care costs, whichever is less.

**Rules:** These rules apply. You may review them at your welfare office: MPP 42-750.1, 42-750.2, 42-750.3, 42-750.6.

# NOTICE OF ACTION

COUNTY OF \_\_\_\_\_

STATE OF CALIFORNIA  
HEALTH AND WELFARE AGENCY  
DEPARTMENT OF SOCIAL SERVICES

Notice Date : \_\_\_\_\_  
Case Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Worker Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_

(ADDRESSEE)

Questions? Ask your Cal-Learn Case Manager.

**State Hearing:** If you think this action is wrong, you can ask for a hearing. The back of this page tells you how.

As of \_\_\_\_\_ until \_\_\_\_\_

- ☐ The county has changed the payment limit for your Cal-Learn child care from \$ \_\_\_\_\_ per \_\_\_\_\_ to \$ \_\_\_\_\_ per \_\_\_\_\_.
- ☐ The county has changed your payment method from \_\_\_\_\_ to \_\_\_\_\_.
- ☐ Your child care provider has changed. Your child care at \_\_\_\_\_ has been paid through \_\_\_\_\_.  
Payment for \_\_\_\_\_ starts after that date.

The county will only pay child care for days you are attending your approved CAL-LEARN activity: \_\_\_\_\_

Here's why:

- ☐ Your child care rate changed.
- ☐ Your child care hours changed.
- ☐ You asked for this change.
- ☐ Other: \_\_\_\_\_

Your new child care payment limit is figured on this notice.

- ☐ Because your Cal-Learn activity is less than 30 days, you will not get another notice telling you when your payments end.

**YOU MUST TELL US BEFORE YOU CHANGE CHILD CARE PROVIDERS EXCEPT IN AN EMERGENCY OR WE MAY NOT BE ABLE TO APPROVE AND PAY THE NEW PROVIDER.**

You can also call your Cal-Learn case manager if you think this notice is wrong.

**Rules:** These rules apply. You may review them at your welfare office: MPP 42-750.1, 42-750.2, 42-750.3, 42-750.6.

Child(ren): \_\_\_\_\_  
Child care for children not listed here stay the same.

\$ \_\_\_\_\_ rate  
X \_\_\_\_\_ ☐ hours ☐ days ☐ weeks ☐ month

= \$ \_\_\_\_\_ per \_\_\_\_\_

Provider name: \_\_\_\_\_

Child(ren): \_\_\_\_\_  
Child care for children not listed here stays the same.

\$ \_\_\_\_\_ rate  
X \_\_\_\_\_ ☐ hours ☐ days ☐ weeks ☐ month

= \$ \_\_\_\_\_ per \_\_\_\_\_

Provider name: \_\_\_\_\_

Child(ren): \_\_\_\_\_  
Child care for children not listed here stays the same.

\$ \_\_\_\_\_ rate  
X \_\_\_\_\_ ☐ hours ☐ days ☐ weeks ☐ month

= \$ \_\_\_\_\_ per \_\_\_\_\_

Provider name: \_\_\_\_\_

The rate is what your child care provider charges or the most we can pay based on your area's child care costs, whichever is less.



# NOTICE OF ACTION

COUNTY OF \_\_\_\_\_

STATE OF CALIFORNIA  
HEALTH AND WELFARE AGENCY  
DEPARTMENT OF SOCIAL SERVICES

Notice Date : \_\_\_\_\_  
Case Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Worker Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_

(ADDRESSEE)

Questions? Ask your Cal-Learn Case Manager.

**State Hearing:** If you think this action is wrong, you can ask for a hearing. The back of this page tells you how.

As of \_\_\_\_\_:

- ☐ Payment for your Cal-Learn child care with \_\_\_\_\_ is denied.
- ☐ Your request to raise your Cal-Learn child care payment limit is denied.

Here's why:

- ☐ You are not in an approved Cal-Learn activity.
- ☐ You are already getting the most the county can pay based on your area's child care costs.
- ☐ The Cal-Learn child care you asked for is not needed to attend your approved Cal-Learn activity: \_\_\_\_\_.
- ☐ Your child \_\_\_\_\_ is not in your AFDC assistance unit and is not receiving federal foster care, or SSI/SSP payments.
- ☐ The child care provider you wanted must have a license but does not have one.
- ☐ The child care provider is not 18 years of age or older.
- ☐ The child care provider is your child's parent, legal guardian, or a member of your AFDC assistance unit.
- ☐ You have not provided us records that show your aided child \_\_\_\_\_, has a physical or mental condition that requires special care.
- ☐ Other:

You can also call your Cal-Learn case manager if you think this notice is wrong.

**Rules:** These rules apply. You may review them at your welfare office: MPP 42-750.1, 42-750.2, 42-750.3,

# NOTICE OF ACTION

COUNTY OF \_\_\_\_\_

STATE OF CALIFORNIA  
HEALTH AND WELFARE AGENCY  
DEPARTMENT OF SOCIAL SERVICES

Notice Date : \_\_\_\_\_  
Case Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Worker Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ADDRESSEE)

Questions? Ask your Cal-Learn Case Manager.

**State Hearing:** If you think this action is wrong, you can ask for a hearing. The back of this page tells you how.

As of \_\_\_\_\_:

- ☐ Payment for your Cal-Learn child care will stop.
- ☐ Payment for your Cal-Learn transportation will stop.

Here's why:

- ☐ You are no longer a Cal-Learn participant.
- ☐ You moved out of this county.
- ☐ You went off cash aid.
- ☐ Your child \_\_\_\_\_ is no longer in your AFDC assistance unit.
- ☐ Your child(ren) no longer need(s) child care.
- ☐ Your child care provider is your child's parent, legal guardian, or a member of your AFDC assistance unit.
- ☐ Other:

You can also call your Cal-Learn case manager if you think this notice is wrong.

**Rules:** These rules apply. You may review them at your welfare office: MPP 42-750.1, 42-750.2, 42-750.3, 42-750.4

# NOTICE OF ACTION

COUNTY OF \_\_\_\_\_

STATE OF CALIFORNIA  
HEALTH AND WELFARE AGENCY  
DEPARTMENT OF SOCIAL SERVICES

Notice Date : \_\_\_\_\_  
Case Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Worker Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ADDRESSEE)

Questions? Ask your Cal-Learn Case Manager.

**State Hearing:** If you think this action is wrong, you can ask for a hearing. The back of this page tells you how.

As of \_\_\_\_\_ until \_\_\_\_\_:

- ☐ The county has approved your Cal-Learn transportation. The most we can pay is \$ \_\_\_\_\_ for a total of \_\_\_\_\_ miles per \_\_\_\_\_.
- ☐ The county has approved \$ \_\_\_\_\_ per \_\_\_\_\_ based on public transportation rates.
- ☐ The county has approved bus passes or tickets for a total of \_\_\_\_\_ per \_\_\_\_\_.
- ☐ The county will provide you with Cal-Learn transportation.

Here's why,

The county will only pay for transportation while you are going to your approved Cal-Learn activity \_\_\_\_\_.

Your transportation payment limit is figured on this notice.

Mileage can be paid only if there is no public transportation available, or it costs the same or less than public transportation. Public transportation is available when it takes two hours or less round trip to get you from your home to your Cal-Learn assignment on time. You cannot count time to go to and from your child's school or child care. If you drive your car even though public transportation is available, you will be paid at the public transportation rate or the mileage rate, whichever is lower.

Your transportation payments will be ☐ Advanced to you

- ☐ Paid back to you ☐ Paid to your transportation provider  
☐ Other:

- ☐ Because your Cal-Learn assignment activity is less than 30 days, you will not get another notice telling you when your payments end.

**YOU MUST TELL US BEFORE YOU CHANGE YOUR TRANSPORTATION ARRANGEMENTS EXCEPT IN AN EMERGENCY OR WE MAY NOT BE ABLE TO APPROVE AND PAY FOR THE NEW ARRANGEMENTS.**

You can also call your Cal-Learn case manager if you think this notice is wrong.

**Rules:** These rules apply. You may review them at your welfare office: MPP 42-750.1, 42-750.4, 42-750.6.

- ☐ public transportation

\_\_\_\_\_ rate  
X \_\_\_\_\_ per \_\_\_\_\_  
= \$ \_\_\_\_\_

- ☐ your car's mileage

\_\_\_\_\_ rate  
X \_\_\_\_\_ per \_\_\_\_\_  
X \_\_\_\_\_ miles  
= \$ \_\_\_\_\_

- ☐ parking

\$ \_\_\_\_\_ ☐ month ☐ school term ☐ other

# NOTICE OF ACTION

COUNTY OF \_\_\_\_\_

STATE OF CALIFORNIA  
HEALTH AND WELFARE AGENCY  
DEPARTMENT OF SOCIAL SERVICES

Notice Date : \_\_\_\_\_  
Case Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Worker Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ADDRESSEE)

Questions? Ask your Cal-Learn Case Manager.

**State Hearing:** If you think this action is wrong, you can ask for a hearing. The back of this page tells you how.

As of \_\_\_\_\_ until \_\_\_\_\_:

- ☐ The county has changed your Cal-Learn transportation limit from \$ \_\_\_\_\_ to \$ \_\_\_\_\_ for a total of \_\_\_\_\_ miles per \_\_\_\_\_.
- ☐ The county has changed your payment limit from \$ \_\_\_\_\_ to \$ \_\_\_\_\_ per \_\_\_\_\_ based on public transportation rates.
- ☐ The county has changed your bus tickets from \_\_\_\_\_ to \_\_\_\_\_ per \_\_\_\_\_.
- ☐ The county has changed your payment method from \_\_\_\_\_ to \_\_\_\_\_.

Here's why:

- ☐ Your mileage rate changed.
- ☐ Your mileage changed.
- ☐ The public transportation rate changed.
- ☐ Public transportation is available which takes less than one hour to get you to your approved Cal-Learn activity on time.
- ☐ Other:

Your transportation payment limit is figured on this notice:

Mileage can be paid only if there is no public transportation available, or it cost the same or less than public transportation. Public transportation is available when it takes two hours or less round trip to get you from your home to your Cal-Learn activity on time. You cannot count time to go to and from your child's school or child care. If you drive your car even though public transportation is available, you will be paid at the public transportation rate or the mileage rate, whichever is lower.

Your transportation payments will be: ☐ Advanced to you ☐ Paid back to you ☐ Paid to your transportation provider ☐ Other:

- ☐ Because your Cal-Learn activity is less than 30 days, you will not get another notice telling you when your payments end.

**YOU MUST TELL US BEFORE YOU CHANGE YOUR TRANSPORTATION ARRANGEMENTS EXCEPT IN AN EMERGENCY OR WE MAY NOT BE ABLE TO APPROVE AND PAY FOR THE NEW ARRANGEMENTS.**

You can also call your Cal-Learn case manager if you think this notice is wrong.

**Rules:** These rules apply. You may review them at your welfare office: MPP 42-750.1, 42-750.4, 42-750.6.

- ☐ public transportation

X \_\_\_\_\_ rate  
= \$ \_\_\_\_\_ per \_\_\_\_\_

- ☐ your car's mileage

X \_\_\_\_\_ rate  
X \_\_\_\_\_ per \_\_\_\_\_  
= \$ \_\_\_\_\_ miles

- ☐ parking

\$ \_\_\_\_\_ ☐ month ☐ school term ☐ other

# NOTICE OF ACTION

COUNTY OF \_\_\_\_\_

STATE OF CALIFORNIA  
HEALTH AND WELFARE AGENCY  
DEPARTMENT OF SOCIAL SERVICES

Notice Date : \_\_\_\_\_  
Case Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Worker Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ADDRESSEE)

Questions? Ask your Cal-Learn Case Manager.

State Hearing: If you think this action is wrong, you can ask for a hearing. The back of this page tells you how.

As of \_\_\_\_\_, the county has denied your request for payment of the following items for your approved Cal-Learn activity:

Item	Item
_____	_____
_____	_____
_____	_____

Here's why:

- ☐ You are not in an approved Cal-Learn activity.
- ☐ The cost is not necessary because: \_\_\_\_\_
- ☐ You do not need these items for your Cal-Learn activity: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

You can also call your Cal-Learn Case Manager if you think this notice is wrong.

Rules: These rules apply; you may review them at your GAIN office: MPP 42-750.1, 42-750.4

# NOTICE OF ACTION

COUNTY OF \_\_\_\_\_

STATE OF CALIFORNIA  
HEALTH AND WELFARE AGENCY  
DEPARTMENT OF SOCIAL SERVICES

Notice Date : \_\_\_\_\_  
Case Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Worker Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_

(ADDRESSEE)

Questions? Ask your Cal-Learn Case Manager.

**State Hearing:** If you think this action is wrong, you can ask for a hearing. The back of this page tells you how.

As of \_\_\_\_\_, your payment for Cal-Learn:

☐ child care ☐ transportation for \_\_\_\_\_ is \$ \_\_\_\_\_. This amount is less than what you asked for.

Here's why:

☐ You did not attend your approved Cal-Learn assignment on all the \_\_\_\_\_  
☐ days ☐ hours you asked for Cal-Learn payments.

☐ You asked for payment for \_\_\_\_\_ child care hours, but we can only pay for \_\_\_\_\_ child care hours because: \_\_\_\_\_

☐ You asked for \_\_\_\_\_ miles, but we can only pay for \_\_\_\_\_ miles because: \_\_\_\_\_

☐ Other:

Your ☐ child care payment ☐ transportation payment is figured on this notice:

Mileage can be paid only if there is no public transportation available, or it cost the same or less than public transportation. Public transportation is available when it takes two hours or less round trip to get you from your home to your Cal-Learn assignment on time. You cannot count time to go to and from your child's school or child care. If you drive your car even though public transportation is available, you will be paid at the public transportation rate or the mileage rate, whichever is lower.

Your ☐ child care ☐ transportation payment will be

☐ advanced to you ☐ paid back to you ☐ paid to your childcare/transportation provider

☐ other:

You must tell us before you change your child care or transportation arrangements except in an emergency or we may not be able to approve and pay for the new arrangements.

You can also call your Cal-Learn worker if you think this notice is wrong.

**Rules:** These rules apply. You may review them at your welfare office: MPP 42-750.1, 42-750.2, 42-750.3, 42-750.4, 42-750.6

## CHILD CARE:

Child(ren): \_\_\_\_\_

Child care for children not listed here stays the same.

\$ \_\_\_\_\_ rate  
X \_\_\_\_\_ ☐ hours ☐ days ☐ weeks ☐ month  
= \$ \_\_\_\_\_ per \_\_\_\_\_

Child(ren): \_\_\_\_\_

Child care for children not listed here stays the same.

\$ \_\_\_\_\_ rate  
X \_\_\_\_\_ ☐ hours ☐ days ☐ weeks ☐ month  
= \$ \_\_\_\_\_ per \_\_\_\_\_

Child(ren): \_\_\_\_\_

Child care for children not listed here stays the same.

\$ \_\_\_\_\_ rate  
X \_\_\_\_\_ ☐ hours ☐ days ☐ weeks ☐ month  
= \$ \_\_\_\_\_ per \_\_\_\_\_

## TRANSPORTATION:

☐ public transportation

X \_\_\_\_\_ rate  
\_\_\_\_\_ per \_\_\_\_\_  
= \$ \_\_\_\_\_

☐ your car's mileage

X \_\_\_\_\_ rate  
\_\_\_\_\_ per \_\_\_\_\_  
X \_\_\_\_\_ miles  
= \$ \_\_\_\_\_

☐ parking  
\$ \_\_\_\_\_ ☐ month ☐ school term ☐ other

# NOTICE OF ACTION

COUNTY OF \_\_\_\_\_

STATE OF CALIFORNIA  
HEALTH AND WELFARE AGENCY  
DEPARTMENT OF SOCIAL SERVICES

Notice Date : \_\_\_\_\_  
Case Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Worker Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ADDRESSEE)

Questions? Ask your Cal-Learn Case Manager.

**State Hearing:** If you think this action is wrong, you can ask for a hearing. The back of this page tells you how.

As of \_\_\_\_\_:

- ☐ Your Cal-Learn child care has been extended until \_\_\_\_\_.
- ☐ Your Cal-Learn transportation has been extended until \_\_\_\_\_.

Nothing about your approved supportive services has changed except the date your payment ends.

- ☐ Because the extension is less than 30 days, this is the only notice you will get telling you about the extension.

Here's why:

- ☐ Your approved Cal-Learn activity \_\_\_\_\_ is continuing.
- ☐ We are paying for your child care space so that it will be there when the next school semester starts.
- ☐ Other:

**Rules:** These rules apply. You may review them at your welfare office: MPP 42-750.1, 42-750.2, 42-750.3, 42-750.4

# NOTICE OF ACTION

COUNTY OF \_\_\_\_\_

STATE OF CALIFORNIA  
HEALTH AND WELFARE AGENCY  
DEPARTMENT OF SOCIAL SERVICES

Notice Date : \_\_\_\_\_  
Case Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Worker Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ADDRESSEE)

Questions? Ask your Cal-Learn Case Manager.

**State Hearing:** If you think this action is wrong, you can ask for a hearing. The back of this page tells you how.

As of \_\_\_\_\_, your payment for Cal-Learn:

- ☐ child care ☐ transportation ☐ educational related expenses will be \$\_\_\_\_\_. This amount is less than what you asked for.

Here's why:

You have to pay us back any money we advance to you that you do not use to pay for Cal-Learn expenses.

- ☐ The proof of costs shows that you did not use all of your advance for \_\_\_\_\_.
- ☐ You failed to give us proof of costs by the 10th of this month. You must give us \_\_\_\_\_.
- ☐ Other: \_\_\_\_\_

Payment for your: ☐ child care ☐ transportation ☐ educational related expenses is figured on this notice. Call your Cal-Learn worker if this adjusted payment means you will not be able to stay in your Cal-Learn assignment, if you will have to change the child care provider you have now or if you will not be able to attend your Cal-Learn assignment.

CALL YOUR CAL-LEARN WORKER IF YOU THINK THIS NOTICE IS WRONG. ALSO, YOU MAY ASK FOR A STATE HEARING, "YOUR CAL-LEARN HEARING RIGHTS" FORMS TELLS YOU HOW TO ASK FOR A STATE HEARING.

**Rules:** These rules apply. You may review them at your welfare office: MPP 42-750, 42-750.3, 42-750.4, 42-750.6, 42-751.44

## CHILD CARE:

- ☐ Your payment of \$\_\_\_\_\_ for this month will be adjusted effective \_\_\_\_\_ as follows:
- \$\_\_\_\_\_ your actual advance payment for \_\_\_\_\_.
- \_\_\_\_\_ your actual costs for that month
- = \$\_\_\_\_\_ unused advance
- \$\_\_\_\_\_ amount requested
- \_\_\_\_\_ unused advance
- = \$\_\_\_\_\_ adjusted payment

## TRANSPORTATION:

- ☐ Your payment of \$\_\_\_\_\_ for this month will be adjusted effective \_\_\_\_\_ as follows:
- \$\_\_\_\_\_ your actual advance payment for \_\_\_\_\_.
- \_\_\_\_\_ your actual costs that month
- = \$\_\_\_\_\_ unused advance
- \$\_\_\_\_\_ amount requested
- \_\_\_\_\_ unused advance
- = \$\_\_\_\_\_ adjusted payment

## EDUCATIONAL RELATED EXPENSES:

- ☐ Your payment of \$\_\_\_\_\_ for this month will be adjusted effective \_\_\_\_\_ as follows:
- \$\_\_\_\_\_ your actual advance payment for \_\_\_\_\_.
- \_\_\_\_\_ your actual costs that month
- = \$\_\_\_\_\_ unused advance
- \$\_\_\_\_\_ amount requested
- \_\_\_\_\_ unused advance
- = \$\_\_\_\_\_ adjusted payment



# NOTICE OF ACTION

COUNTY OF \_\_\_\_\_

STATE OF CALIFORNIA  
HEALTH AND WELFARE AGENCY  
DEPARTMENT OF SOCIAL SERVICES

Notice Date : \_\_\_\_\_  
Case Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Worker Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ADDRESSEE)

Questions? Ask your Cal-Learn Worker.

**State Hearing:** If you think this action is wrong, you can ask for a hearing. The back of this page tells you how.

As of \_\_\_\_\_ your payment for Cal-Learn: ☐ child care ☐ transportation ☐ educational related expenses for \_\_\_\_\_ is \$ \_\_\_\_\_. This amount is less than what you asked. Your payment limit has not changed.

Here's why:

- ☐ You have to pay us back any money we advance to you that you do not use to pay for Cal-Learn supportive services expenses. We subtracted that portion of your advance payment that was not used to pay for Cal-Learn supportive services.
- ☐ We subtracted the amount listed in your Cal-Learn overpayment agreement notice dated \_\_\_\_\_.
- ☐ We subtracted the amount we figured we need to take to adjust your overpayment. We told you about this in your Cal-Learn overpayment notice dated \_\_\_\_\_.
- ☐ Other: \_\_\_\_\_

Your ☐ child care ☐ transportation ☐ educational related limit is figured on this notice.

~~Mileage can be paid only if there is no public transportation available or it costs the same as or less than public transportation. Public transportation is available when it takes no more than two hours round trip for you to get from your home to your Cal-Learn activity on time. You cannot count time to go to and from your child's school or child care. If you drive your car even though public transportation is available, you will be paid at the public transportation rate or the mileage rate, whichever is less.~~

Call your Cal-Learn case manager if this adjusted payment means you will not be able to stay in your Cal-Learn activity, or if it means you will have to change the child care provider you have now.

**Rules:** These rules apply. You may review them at your welfare office: MPP 42-750, 42-750.6, 42-751.

## CHILD CARE:

- ☐ Your payment of \$ \_\_\_\_\_ for \_\_\_\_\_ has been adjusted effective as follows:  
\$ \_\_\_\_\_ your actual advance payment for \_\_\_\_\_  
- \_\_\_\_\_ your actual costs for that month  
= \_\_\_\_\_ unused advance  
\$ \_\_\_\_\_ amount requested for \_\_\_\_\_  
- \_\_\_\_\_ unused advance  
= \_\_\_\_\_ adjusted payment

## TRANSPORTATION:

- ☐ Your payment of \$ \_\_\_\_\_ for \_\_\_\_\_ has been adjusted effective as follows:  
\$ \_\_\_\_\_ your actual advance payment for \_\_\_\_\_  
- \_\_\_\_\_ your actual costs for that month  
= \_\_\_\_\_ unused advance  
\$ \_\_\_\_\_ amount requested for \_\_\_\_\_  
- \_\_\_\_\_ unused advance  
= \_\_\_\_\_ adjusted payment

## EDUCATIONAL RELATED EXPENSES:

- ☐ Your payment of \$ \_\_\_\_\_ for \_\_\_\_\_ has been adjusted effective as follows:  
\$ \_\_\_\_\_ your actual advance payment for \_\_\_\_\_  
- \_\_\_\_\_ your actual costs for that month  
= \_\_\_\_\_ unused advance  
\$ \_\_\_\_\_ amount requested for \_\_\_\_\_  
- \_\_\_\_\_ unused advance  
= \_\_\_\_\_ adjusted payment

# NOTICE OF ACTION

COUNTY OF \_\_\_\_\_

STATE OF CALIFORNIA  
HEALTH AND WELFARE AGENCY  
DEPARTMENT OF SOCIAL SERVICES

Notice Date : \_\_\_\_\_  
Case Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Worker Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ADDRESSEE)

Questions? Ask your Cal-Learn Case Manager.

**State Hearing:** If you think this action is wrong, you may ask for a hearing. The Cal-Learn hearing rights information on the back of this form tells you how. You can also call your Cal-Learn Case Manager if you think this notice is wrong.

As of January 1, 1994 State Law changed the rules for the Greater Avenues for Independence (GAIN) Program by establishing a Cal-Learn Program.

Your case has been selected by chance to be part of a group that will not get Cal-Learn services.

Here's why:

The law says we must check to see how new rules work.

In Los Angeles, Alameda, San Joaquin and San Bernardino counties, Cal-Learn teen parents are divided into the following two groups:

1. Those that receives services under the Cal-Learn Program.
2. Those that will not receive services under the Cal-Learn Program.

We will gather information from members of these two groups to see how the Cal-Learn Program is working.

If you think this action is wrong, you may ask for a state hearing. The Cal-Learn Hearing Rights form is on the back of this notice.

**Rules:** These rules apply. You may review them at your welfare office: MPP 42-762.4.

# NOTICE OF ACTION

COUNTY OF \_\_\_\_\_

STATE OF CALIFORNIA  
HEALTH AND WELFARE AGENCY  
DEPARTMENT OF SOCIAL SERVICES

Notice Date : \_\_\_\_\_  
Case Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Worker Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ADDRESSEE)

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Questions? Ask your Cal-Learn Case Manager.

**State Hearing:** If you think this action is wrong, you may ask for a hearing. The Cal-Learn hearing rights information on the back of this form tells you how. You can also call your Cal-Learn Case Manager if you think this notice is wrong.

As of \_\_\_\_\_, the county is taking you out of the Cal-Learn Program.

Here's why:

- ☐ You turned 19 years of age and cannot be in the Cal-Learn program anymore.
- ☐ You graduated from high school or it's equivalent and cannot be in the Cal-Learn program anymore.
- ☐ Your child is no longer in your AFDC assistance unit.
- ☐ You are no longer getting cash aid.
- ☐ Other

We will not pay for Cal-Learn services such as child care or transportation any longer. We will not change your cash aid amount, if your child is living with you.

You may be able to get into the GAIN program. To find out when you may participate and what must be done, contact \_\_\_\_\_.

**Rules:** These rules apply. You may review them at your welfare office: MPP 42-766.66.

# NOTICE OF ACTION

COUNTY OF \_\_\_\_\_

STATE OF CALIFORNIA  
HEALTH AND WELFARE AGENCY  
DEPARTMENT OF SOCIAL SERVICES

Notice Date : \_\_\_\_\_  
Case Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Worker Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ADDRESSEE)

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Questions? Ask your Cal-Learn Case Manager.

**State Hearing:** If you think this action is wrong, you can ask for a hearing. The back of this page tells you how.

This notice is being sent to you because you are a Cal-Learn participant or have a Cal-Learn teen parent in your assistance unit that can get a cash bonus or penalty based on report card grades.

The county has figured that for the report card period of \_\_\_\_\_ through \_\_\_\_\_ your AFDC grant will not change.

Here's why:

- ☐ \_\_\_\_\_ received grades of D average.
- ☐ \_\_\_\_\_ is exempt from the Cal-Learn Program until \_\_\_\_\_ because:
- ☐ He/she was expelled from school.
  - ☐ Lack of child care.
  - ☐ Lack of transportation.
  - ☐ No access to child care or transportation due to lack of program funding.
- ☐ \_\_\_\_\_ is deferred from Cal-Learn until \_\_\_\_\_ because:

- ☐ Child care is not available
- ☐ Transportation is not available
- ☐ Case management is not available
- ☐ Special need resulting from \_\_\_\_\_
- ☐ Recovery from birth of a baby
- ☐ Other: \_\_\_\_\_

You can call your Cal-Learn case manager if you think this notice is wrong.

**Rules:** These rules apply. You may review them at your welfare office: MPP 42-769.1, 42-769.2, 42-769.3, 42-769.4

INSTRUCTIONS: Use this message to apply a \$100 Cal-Learn sanction.

Also, this message can be used, when appropriate, to change aid back to the original amount using the first check box.

- o Fill in the effective date of the change, the old aid amount, and the new aid amount.
- o First Check Box: Check this box and fill in the blanks when the county determines in advance that aid will change back to the old amount.
- o Second Check Box: Check this box when the county determines not to check the first box.
- o Fill in the name of the Cal-Learn teen parent and the ending date of the school report card period on which the noa is based.
- o Third and Fourth Check Boxes: Check the applicable box.
- o NA 200 Aid Computation, Section B: Enter the \$50 amount of the sanction on Line 10a, Cal-Learn Sanction.

State of California  
Department of Social Services

Noa Msg Doc No.: M42-769A Page 1 of 2  
Action : Change  
Issue: Cal-Learn Sanction  
Title: Apply \$100 Sanction  
Use Form No. : NA 200  
Original Date : 01-01-94  
Revision Date :

Auto ID No.:  
Source :  
Issued by : ACL  
Reg Cite : M42-769, M42-766

MESSAGE:

As of \_\_\_\_\_, the County is  
changing your cash aid from \$\_\_\_\_\_ to  
\$\_\_\_\_\_. This change is temporary.

☐ Your aid will change back to the old  
amount as follows: As of  
\_\_\_\_\_, the County is changing  
your cash aid from \$\_\_\_\_\_ to  
\$\_\_\_\_\_. This is the only notice you  
will get of the change back to the old  
amount.

☐ You will get another notice before your  
cash aid changes again.

Here's why your aid is changing:

\_\_\_\_\_, a Cal-Learn teen  
parent in your family, was required to  
submit a school report card for the period  
ending \_\_\_\_\_.

There is a \$100 sanction that lowers your  
cash aid by \$50 for each of the next two  
months because:

☐ The report card showed unsatisfactory  
school progress.

☐ We did not receive the report card by  
the end of the 10-day reasonable effort  
period.

Your new cash aid amount is figured in the  
next column.

## CAL-LEARN PROGRAM

## AFDC/CAL-LEARN NOA MESSAGE DOCUMENTS

1. M42-769 (AFDC) (1/1/94) Approve Cal-Learn Bonus
  2. M42-769A (AFDC) (1/194) Apply Cal-Learn \$100 Sanction
  3. M42-769B (AFDC) (1/1/94) Apply Cal-Learn \$50 Sanction
  4. M42-769C (AFDC) (1/1/94) Stop Cal-learn Sanction
  5. NA 200 (AFDC) Standard Aid Computation
-

State of California  
Department of Social Services

Auto ID No.:  
Source :  
Issued by : ACL  
Reg Cite : M42-769

Noa Msg Doc No.: M42-769  
Action : Approve  
Issue: Cal-Learn Bonus  
Title: Approve Bonus  
Use Form No. : NA 290  
Original Date : 01-01-94  
Revision Date :

MESSAGE:

The County has approved a Cal-Learn Bonus of \$\_\_\_\_\_ as a supplement to your cash aid for the month of \_\_\_\_\_, 19\_\_\_. The bonus is for \_\_\_\_\_, a Cal-Learn teen parent in your family.

Here's why:

The county received a report showing school progress for this person for the report card period ending \_\_\_\_\_. Based on this report:

- ☐ For satisfactory school progress, your family is getting a \$100 bonus.
- ☐ For graduation from school, this person is getting a \$500 bonus.

INSTRUCTIONS: Use this noa to grant a Cal-Learn bonus for satisfactory school progress or for school graduation.

- o Enter the amount of the bonus, the cash aid month supplemented by the bonus, and the name of the person that earned the bonus.
  - o Enter the date of the end of the report card period.
  - o Check the appropriate box.
-



State of California  
Department of Social Services

Auto ID No.:  
Source :  
Issued by : ACL  
Reg Cite : M42-769, M42-766

Noa Msg Doc No.: M42-769B Page 1 of 2  
Action : Change  
Issue: Cal-Learn Sanction  
Title: Apply \$50 Sanction  
Use Form No. : NA 200  
Original Date : 01-01-94  
Revision Date :

MESSAGE:

As of \_\_\_\_\_, the County is changing your cash aid from \$\_\_\_\_\_ to \$\_\_\_\_\_. This change is temporary.

☐ Your aid will change back to the old amount as follows: As of \_\_\_\_\_, the County is changing your cash aid from \$\_\_\_\_\_ to \$\_\_\_\_\_. This is the only notice you will get of the change back to the old amount.

☐ You will get another notice before your cash aid changes again.

Here's why your aid is changing:

\_\_\_\_\_, a Cal-Learn teen parent in your family, was required to submit a school report card for the period ending \_\_\_\_\_.

There is a \$50 sanction that lowers your cash aid next month because:

☐ Although the report card showed satisfactory school progress, it was received late, and you did not have a good enough reason for being late.

☐ Although you gave a good reason for unsatisfactory school progress, the report card was received late, and you did not have a good enough reason for being late.

Your new cash aid amount is figured in the next column.

INSTRUCTIONS: Use this message to apply a \$50 Cal-Learn sanction.

Also, this message can be used, when appropriate, to change aid back to the original amount using the first check box.

- o Fill in the effective date of the change, the old aid amount, and the new aid amount.
- o First Check Box: Check this box and fill in the blanks when the county determines in advance that aid will change back to the old amount.
- o Second Check Box: Check this box when the county determines not to check the first box.
- o Fill in the name of the Cal-Learn teen parent and the ending date of the school report card period on which the action is based.
- o Third and Fourth Check Boxes: Check applicable box.
- o NA 200 Aid Computation, Section B: Enter the \$50 amount of the sanction on Line 10a, Cal-Learn Sanction.

State of California  
Department of Social Services

Noa Msg Doc No.: M42-769C  
Action : Change  
Issue: Cal-Learn Sanction  
Title: Stop Sanction  
Use Form No. : NA 200  
Original Date : 01-01-94  
Revision Date :

Auto ID No.:  
Source :  
Issued by : ACL  
Reg Cite : M42-769

MESSAGE:

As of \_\_\_\_\_, the County is  
changing your cash aid from \$\_\_\_\_\_ to  
\$\_\_\_\_\_.

Here's why:

The temporary Cal-Learn sanction that  
lowered your cash aid has stopped.

Your new cash aid amount is figured in the  
next column.

INSTRUCTIONS: Use this noa to change aid because a Cal-Learn sanction already  
implemented is stopping - and the client has not already received a noa making this  
change in advance.

To complete the noa, fill in the effective date of the change, the old aid amount  
and the new aid amounts.

# STANDARD AID COMPUTATION SECTION

## Monthly Cash Aid Amount

Section A. Countable Income, Month of \_\_\_\_\_

Total Earned Income..... \$ \_\_\_\_\_  
 Work Expense Disregard..... - \_\_\_\_\_  
 \$30 and 1/3 Disregard..... - \_\_\_\_\_  
 Dependent Care Disregard..... - \_\_\_\_\_  
 Other Countable Income -- Sources:

\_\_\_\_\_ + \_\_\_\_\_  
 \_\_\_\_\_ + \_\_\_\_\_  
 Court Ordered Support You Paid..... - \_\_\_\_\_  
 Net Countable Income..... = \_\_\_\_\_

Section B. Your Cash Aid, Month of \_\_\_\_\_

1. Basic Need, \_\_\_\_\_ Persons..... \$ \_\_\_\_\_  
 2. Special Needs..... + \_\_\_\_\_  
 3. Net Countable Income from Section A - \_\_\_\_\_  
 4. Basic Need Subtotal..... = \_\_\_\_\_

5. Maximum Aid, \_\_\_\_\_ Persons..... \$ \_\_\_\_\_  
 6. Special Needs..... + \_\_\_\_\_  
 7. Maximum Aid Subtotal..... = \_\_\_\_\_

8. Full Month Aid Subtotal  
 (Lowest Amt. on Line 4, 7, or 14) = \_\_\_\_\_

9. Line 8 Prorated for Part of Month.. = \_\_\_\_\_

10. Adjustment to Collect Overpayment.. - \_\_\_\_\_

10a. Cal-Learn Sanction..... - \_\_\_\_\_

11. Monthly Cash Aid Amount  
 (Line 8 Adjusted)..... = \_\_\_\_\_

=====

12. Former State MAP, \_\_\_\_\_ Persons..... \$ \_\_\_\_\_  
 13. Special Needs (California)..... + \_\_\_\_\_  
 14. Former State Subtotal..... = \_\_\_\_\_

## CAL-LEARN PROGRAM

## REPRODUCIBLE COPIES OF FORMS

These forms are to be used for the Cal-Learn Program and have been modeled after GAIN forms.

- |     |                   |   |
|-----|-------------------|---|
| 1.  | CL 1 (1/94)       | CAL-LEARN PROGRAM INFORMATION/ORIENTATION<br>APPOINTMENT NOTICE                 |
| 2.  | CL 2 (1/94)       | CAL-LEARN REGISTRATION/PROGRAM<br>REQUIREMENTS                                  |
| 3.  | CL 3 (1/94)       | CAL-LEARN NOTICE OF A PARTICIPATION<br>PROBLEM                                  |
| 4.  | CL 4 (1/94)       | CAL-LEARN INFORMING NOTICE TO PARENT/LEGAL<br>GUARDIAN OF CAL-LEARN PARTICIPANT |
| 5.  | CL 5 (1/94)       | CAL-LEARN SUPPORTIVE SERVICES OVERPAYMENT<br>NOTICE                             |
| 6.  | CL 6 (1/94)       | CAL-LEARN SUPPORTIVE SERVICE REPAYMENT<br>AGREEMENT                             |
| 7.  | CL 7 (1/94)       | CAL-LEARN SUPPORTIVE SERVICES OVERPAYMENT<br>FINAL NOTICE                       |
| 8.  | CL 8 (1/94)       | CAL-LEARN NOTICE OF REPORT CARD SUBMITTAL<br>SCHEDULE                           |
| 9.  | CL 9 (1/94)       | CAL-LEARN NOTICE OF NO GOOD CAUSE<br>DETERMINATION                              |
| 10. | CL 10 (1/94)      | CAL-LEARN NOTICE OF EXEMPTION/DEFERRAL  |
| 11. | CL 11 (1/94)      | CAL-LEARN NOTICE OF INCOMPLETE GRADES   |
| 12. | NA CL BACK (1/94) | CAL-LEARN HEARING RIGHTS  |
-

**CAL-LEARN PROGRAM INFORMATION/ORIENTATION  
APPOINTMENT NOTICE**

FEB 9 1994

DATE:
CASE NAME:
REGISTRANT'S NAME:
CASE NUMBER:
CASE MANAGER NAME:
PHONE NUMBER:

**WHAT CAL-LEARN MEANS TO YOU**

- Cal-Learn Program encourages teenage AFDC recipients who are pregnant or already a parent to stay in or return to high school. Participants may receive financial incentives for meeting program requirements.
- Cal-Learn participants will receive case management services and assistance with child care and transportation costs.
- Your case manager will:
  - Help you with needed health care and services available in the community.
  - Tell you about different kinds of child care and where to find child care.
  - Ensure that you understand Cal-Learn requirements and what will happen if you do not meet these program requirements.
  - Help you to develop an educational plan.
  - Watch your progress and help you to make necessary changes to your school program.

The next step for you will be to attend a Cal-Learn orientation.

You have been scheduled to attend orientation on \_\_\_\_\_  
at \_\_\_\_\_ o'clock at \_\_\_\_\_.

If you cannot keep this appointment, please call your Cal-Learn case manager by \_\_\_\_\_ to schedule another appointment.

This notice is not notification of the program requirements. The Cal-Learn program requirements will be provided to you during the orientation.

You have the right to ask to be excused from Cal-Learn, or ask for services like child care and transportation, or to ask for any other service provided by the Cal-Learn Program. You may ask your case manager by phone or in person, or you may ask in writing.

CL 1 -- CAL-LEARN NOTICE OF PROGRAM INFORMATION/ORIENTATION  
APPOINTMENT (1/94) (NEW) (required - no substitutes)

REFER: MPP 42-764.1

This form is to be used to notify teen parents of the Cal-Learn Program and inform them of their scheduled Cal-Learn Program orientation date.

This form contains a brief general description of the Cal-Learn Program but does not include the Cal-Learn participation requirements. The form also includes a list of case management services that will be provided plus the availability of child care and transportation costs assistance. The form is to be sent to individuals who must participate in the program.

INSTRUCTIONS:

Enter the date the orientation has been scheduled, the time and the address.

The CL 1 is NOT the notice that starts the 90-day participation clock. The CAL-LEARN NOTICE OF REGISTRATION/PROGRAM REQUIREMENTS (CL 2) is the notice that starts the 90-day participation clock.

This form must be sent to the teen parent and the caretaker relative of the AU.

FEB 8 1994

## CAL-LEARN REGISTRATION/PROGRAM REQUIREMENTS

FEB 8 1994

DATE:

CASE NAME:

CASE NUMBER:

PHONE NUMBER:

REGISTRANT'S NAME:

## EXPLANATION OF THE CAL-LEARN PROGRAM

The Cal-Learn Program is designed to encourage and assist teen parents to stay in or return to school.

## MANDATORY REGISTRANTS

You have been registered for the Cal-Learn program. You must participate in Cal-Learn because you are not exempt. Exemptions are listed in the next column.

You must participate in the Cal-Learn program if you are pregnant or a custodial parent under the age of 19 and do not have a high school diploma or equivalent.

You are required to go to school on a full time basis to get a high school diploma or equivalent or until you reach the age of 19.

You can get up to four \$100 bonuses a year for getting a report card with grades that average a C or better. You could get four \$100 sanctions a year for getting grades that average below a D grade. You can receive a \$500 bonus upon graduation.

The county will provide case management services to help you that include:

- Developing a report card schedule.
- Developing an educational plan to assist you in graduating from high school or equivalent.
- Monitoring your progress and help you make necessary changes to your school program.
- Providing referrals to appropriate community services.
- Ensuring that you understand Cal-Learn requirements and consequences of not meeting program requirements.

You can receive child care, transportation and educational related expenses if needed.

It is your responsibility to tell your case worker if you move, get a job, change child care or need other supportive services, or have problems in meeting the program requirements.

Before we lower your cash aid for not making satisfactory progress in school, you will be given a chance to say why you did not. If you have a good reason, your cash aid will not be lowered.

## EXEMPTIONS

You have been registered for Cal-Learn because you are not exempt. A person is exempt if he or she:

- Is ill, injured, or physically unable to go to school.
- Is expelled from school and enrollment in an alternative school cannot be arranged.
- Can not get child care or transportation.
- An AFDC-FC payment is made on behalf of the teen parent.

## DEFERRAL

A teen may be deferred if the teen parent:

- Needs supportive or case management services which are temporarily not available.
- Has a special need that deprives the teen parents ability to meet program requirements and the special need cannot be addressed.
- The doctor has given a period of time for post partum recovery after the birth of a child.

~~Individuals who are deferred are still mandatory participants in Cal-Learn.~~

If you do not meet any of the listed reasons for being exempt or deferred from Cal-Learn you may be required to go to school or equivalent.

If you think this action is wrong you may ask for a hearing. The Cal-Learn hearing rights information on the back of this form tells you how. You can also call your Cal-Learn worker if you think this notice is wrong.



CL 2 -- CAL-LEARN NOTICE OF REGISTRATION/PROGRAM REQUIREMENTS  
(1/94) (NEW) (required - no substitutes)

REFER: MPP 42-764.2

This notice is to be used to inform all mandatory registrants in the Cal-Learn Program of the program participation requirements; a brief description of case management services and supportive services; and information about bonuses and sanction. It also informs participants that it is their responsibility to inform their case managers of their ability to participate. The responsibility of informing the case manager of the status change will lie with the teen parent as clearly stated on the CL 2 form. The reasons a teen parent may be exempt or deferred are also explained on the form.

INSTRUCTIONS:

Give this notice to Cal-Learn participants when they attend their Cal-Learn Program orientation meeting. This form is the document that starts the 90-day participation clock. If the teen parent does not attend the scheduled Cal-Learn Program orientation, send the CL 2 with the CAL-LEARN NOTICE OF PARTICIPATION PROBLEM (CL 3).

This notice is given to the teen parent and the caretaker relative of the AU.

**CAL-LEARN NOTICE OF A  
PARTICIPATION PROBLEM**

FEB 9 1994

ISSUE DATE: \_\_\_\_\_

CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

CASE MANAGER NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you have any questions, please call your Cal-Learn manager

There is a problem with your participation in the Cal-Learn Program. In order to discuss this problem, we have scheduled an interview with you on: \_\_\_\_\_ at \_\_\_\_\_ o'clock at \_\_\_\_\_.

**HERE'S THE PROBLEM:**

- ☐ Unsatisfactory progress.
- ☐ You did not come to your Cal-Learn orientation.
- ☐ You did not turn in your report card or progress report.
- ☐ You did not go to school.
- ☐ Other: \_\_\_\_\_

If you cannot keep this interview, please call your Cal-Learn manager by \_\_\_\_\_ at \_\_\_\_\_ to schedule another interview.

Cal-Learn CHILD CARE AND TRANSPORTATION ARE AVAILABLE IF YOU  
NEED THEM TO HELP YOU KEEP THIS INTERVIEW.

**WHAT IS THE PURPOSE OF THIS INTERVIEW?**

The purpose of the interview is to find out if you had a good reason for not doing what Cal-Learn requires.  
You can get free help with your participation plan and this interview from:

Legal Aid  
Office

Welfare Rights  
Office

CCWRO

CL 3 -- CAL-LEARN NOTICE OF PARTICIPATION PROBLEM (1/94) (NEW)  
(required - substitutes permitted with prior CDSS  
approval)

REFER: MPP 42-764.2 and 42-766,

This form informs Cal-Learn participants that there is a serious problem with their participation in the Cal-Learn Program. The problem is either their unsatisfactory progress, they did not attend the Cal-Learn orientation, they failed to turn in a report card, did not attend school, or any other problem the case manager determines. Included will be an appointment date scheduled for the teen to discuss this problem with their Cal-Learn worker. The teen is requested to call their Cal-Learn case manager if they are unable to attend this appointment. This notice also lets the teen know that there is child care and transportation available if needed to keep this appointment. The address and phone numbers are given for the legal aid, welfare rights and the California Coalition of Welfare Rights office.

INSTRUCTIONS:

Complete the name and address of the Cal-Learn participant. Enter the date, time and address of the appointment to discuss the problem. After "Here's the problem," check the appropriate box. If the "Other" box is checked, the problem must be stated.

Specify the date the participant must inform his/her case manager if he/she cannot make the appointment.

List a legal aid office, welfare rights office or CCWRO's address and telephone number. The NA CL BACK, CAL-LEARN HEARING RIGHTS must be mailed with this form.

If this form is being issued because the Cal-Learn participant did not attend Cal-Learn Program orientation, a CL 2 must also be issued with the CL 3, CL 8 and NA CL BACK.

**CAL-LEARN INFORMING NOTICE  
TO PARENT/LEGAL GUARDIAN  
OF CAL-LEARN PARTICIPANT**

ISSUE DATE: _____	
CASE NAME: _____	CASE NUMBER: _____
CASE MANAGER NAME: _____	PHONE NUMBER: _____

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is to inform you that there is a problem with \_\_\_\_\_'s participation in the Cal-Learn Program. The problem is that \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In order to discuss this problem, \_\_\_\_\_ has an appointment on \_\_\_\_\_, at \_\_\_\_\_ o'clock at \_\_\_\_\_.

You can call \_\_\_\_\_ at \_\_\_\_\_ if you have questions.

The purpose of this appointment is:

- ☐ To find out if there was a good reason for \_\_\_\_\_ not doing what Cal-Learn requires.
- ☐ To come to an agreement on a Cal-Learn participation plan.

If \_\_\_\_\_ does not have a good reason and does not agree to go to school or it's equivalent, your cash aid may be lowered.

As the parent or guardian of \_\_\_\_\_, you may also attend this meeting.

CL 4 -- CAL-LEARN INFORMING NOTICE TO PARENT, LEGAL GUARDIAN OF  
CAL-LEARN PARTICIPANT PROBLEM (1/94) (NEW) (required -  
substitutes permitted with prior CDSS approval)

REFER: MPP 42-764.2 and 42-766,

This form notifies teen parents and caretaker relatives that a teen parent has a participation problem in the Cal-Learn Program. The notice explains exactly what the participation problem is.

INSTRUCTIONS:

Complete the name and address of the Cal-Learn participant's parent(s) or caretaker relative. Complete the teen parent's name. Explain the problem. Enter the teen parent's name who has an appointment. Enter the date, time and address of the appointment to discuss the problem. Check the appropriate box. Again, enter the teen parent's name in the following two spaces. In the space below, additional information may be added as appropriate.

The NA CL BACK, CAL-LEARN HEARING RIGHTS, must be issued with this form.

If this form is being issued because the Cal-Learn participant did not attend his/her Cal-Learn Program orientation, a CL 2 must also be issued with the CL 4, CL 8 and NA CL BACK.

## CAL-LEARN SUPPORTIVE SERVICES OVERPAYMENT NOTICE

COUNTY OF: \_\_\_\_\_

ADDRESSEE: \_\_\_\_\_

FEB 1 1994

NOTICE DATE: \_\_\_\_\_

CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

WORKER'S NAME: \_\_\_\_\_

You were overpaid for the following Cal-Learn Supportive Services(s) for the month(s) of \_\_\_\_\_:

- ☐ Child Care      ☐ Transportation expenses      ☐ Educational related expenses

## HERE'S WHY:

- ☐ You did not have good reason for not participating in the following assigned activity \_\_\_\_\_ and were not eligible for supportive services.
- ☐ You were paid an advance payment for \_\_\_\_\_ that you did not use to pay for your Cal-Learn expenses.
- ☐ Other: \_\_\_\_\_

The following shows how much you were paid or what the County paid for you, the amount that should have been paid and the total amount you owe.

AMOUNT PAID.....	\$	\$	\$	\$
LESS AMOUNT YOU SHOULD HAVE BEEN PAID.....	- \$	- \$	- \$	- \$
OVERPAYMENT AMOUNT.....	= \$	= \$	= \$	= \$
TOTAL OVERPAYMENT (YOU OWE) FROM THIS NOTICE.....				= \$
PLUS TOTAL PREVIOUS UNCOLLECTED OVERPAYMENT.....				+ \$
LESS UNDERPAYMENT.....				- \$
NEW TOTAL AMOUNT YOU OWE.....				= \$

## ONLY THE BOXES THAT ARE CHECKED BELOW APPLY TO YOU:

You must pay back what you owe. You have 10 days from the date this notice was mailed to you to:

- ☐ pay in full what you owe,    ☐ complete and return the enclosed repayment agreement or,
- ☐ call your county at \_\_\_\_\_ to discuss a repayment agreement with the County.

If you don't pay what you owe or contact your County within 10 days after the date this notice was mailed to you, the County will collect the overpayment by lowering your supportive services payment.

The amount collected will be 5% of your supportive services payment if the overpayment was caused by the County or 10% of your supportive services payment if the overpayment was caused by you.

The overpayment collection will continue for each month you request a payment until the amount you owe is paid back. This means that your next supportive services payment of up to \$ \_\_\_\_\_ will be lowered by no more than \$ \_\_\_\_\_.

You may not have to repay in any month while you are in Cal-Learn if you would:

- not have enough money to pay for child care, transportation and/or educational related expenses to be in Cal-Learn and/or
  - have to change the child care arrangements you have now.
- ☐ Call your worker to have your repayment delayed, if either of the reasons above apply to you.
- ☐ You have told the County before that you cannot begin to repay the overpayment while you are in Cal-Learn. The County will delay this repayment.

**CONTACT YOUR WORKER IF YOU THINK THIS NOTICE IS WRONG. YOU MAY ALSO ASK FOR A STATE HEARING. \*YOUR CAL-LEARN HEARING RIGHTS\* FORM TELLS YOU HOW TO ASK FOR A STATE HEARING.**

If you go off aid before the overpayment is paid back and you do not continue to repay, the County may take what you owe out of your state income tax refund or take other action to collect.

You do not have to use any Social Security or SSI benefits you get to repay this overpayment.

If you pay by check or money order send or bring it to:

Address: \_\_\_\_\_

If you pay by cash, pay in person. **DO NOT MAIL CASH.** Be sure to ask for a numbered receipt with the County's name on it.

**RULES:** These rules apply: MPP 42-751 and 42-765. You may review them at your welfare office.

CL 5 -- CAL-LEARN SUPPORTIVE SERVICES OVERPAYMENT NOTICE (1/94)  
(NEW) (required - substitutes permitted with prior CDSS  
approval)

REFER: MPP 42-751 and 42-765

This form is to be used to notify Cal-Learn participants of an overpayment of Cal-Learn supportive services, including an unused portion of an advance that could not be recovered in accordance with MPP Section 42-750.62. Counties have the option to send a CL 6 with the CL 5. If the CL 6 is sent with the CL 5, a self-addressed envelope must be included.

If an overpayment is deferred under MPP Section 42-751.32, the county must inform the participant that the overpayment is still owed but that repayment has been postponed. The county must document in the case file the amount and date of the overpayment and the expected ending date of the deferred status. In addition, it is suggested the county set up a tickler file to reevaluate the need for the continued deferred repayment.

#### INSTRUCTIONS:

Complete the following:

- o The month(s) or period of time the individual was overpaid.
- o Check the appropriate box for the type of supportive service(s) that was overpaid. More than one box can be checked if necessary.
- o Check box under "HERE'S WHY" that applies to the reason the overpayment occurred. If the overpayment is due to non-participation without good cause, check the first box and specify the activity the individual was to have participated. If the overpayment is due to an uncollected unused portion of an advance payment, check the second box and enter the month that the unused portion of the advance was intended to cover; it should be on the same month as on the first line. Use the "Other" box to describe when an overpayment has occurred due to county error.

The county may need to add an additional computation sheet.

- o Check box(es) that tell the participant what action he/she must take within 10 days. Check only the box(es) that apply to the participant. Check the box that begins "You have told the county before that you cannot begin ....", ONLY when the county is automatically deferring a repayment because the participant already has one or more deferred repayments and it is determined that the deferral criteria still apply; or an unused portion of an advance has one or more deferred repayments and it is determined that the deferral criteria still apply; or an unused portion of an advance has already been deferred for the individual only current Cal-Learn participants are eligible for deferred repayments.

# CAL-LEARN SUPPORTIVE SERVICE REPAYMENT AGREEMENT

ADDRESSEE

FEB 9 1994

CASE NUMBER

CASE NAME

WORKER

DATE

## I. REPAYMENT TERMS AND CONDITIONS

You must repay what you owe by using one or more of the methods listed in Section III. Your total overpayment is \$ \_\_\_\_\_ for ☐ child care, ☐ for transportation or ☐ educational related expenses.

You do not have to begin to repay the overpayment while you are in Cal-Learn if you would not be able to keep the child care you have now or you would not have enough money to pay for child care, transportation and/or education related expenses that you need to be in Cal-Learn.

If you cannot repay or begin to repay now, tell your worker now or if this form was mailed to you, call your worker within ten days of the date the form was mailed. If the county agrees, you will still have to pay back what you owe, just not now. The county will then check to see if you can begin to repay when you get your high school diploma or equivalent.

If you have any questions, please call us at \_\_\_\_\_.

If this agreement has been mailed to you and you have no questions, complete and sign this agreement. Keep the last copy. Return all other copies to the county. Do not send cash with this agreement. If you pay by cash, pay in person. Be sure to ask for a numbered receipt with the county name on it.

When approved by the county, a signed copy of this agreement will be sent to you.

If you are still in Cal-Learn and do not return this agreement, completed and signed within ten days of the date this notice was mailed to you, the county will take action to collect the overpayment by reducing your next payment.

If you are no longer in Cal-Learn and you do not return this form within ten days of the date this notice was mailed to you the county will demand payment and take other action to collect the overpayment.

## II. I understand that:

- Any changes in my ability to pay can change my monthly payments.
- If anything changes, I can ask the county to enter into a new repayment agreement with me.
- If I do not pay as agreed; no longer get AFDC; or for any reason this agreement no longer works, the county will require a new repayment agreement.
- If I do not pay back the county as I have agreed, they can sue me to recover the amount owed even if it is beyond three-years. I may have to pay collection costs, attorney fees, court costs, and interest.
- If I do not pay, the county may take my state income tax refund and/or ask for the court to attach my wages or any property I own.
- The county may ask other family members to repay if I do not repay the overpayments.

## III. Check below the ways you want to repay. Fill in the amount(s) you will repay.

### 1. Cash Payment

You may repay all or part of what you owe with cash.

- ☐ I will repay by lump sum cash payment of \$ \_\_\_\_\_ by \_\_\_\_\_
- ☐ I will repay by monthly cash payment of \$ \_\_\_\_\_ by the first day of each month beginning \_\_\_\_\_.

### 2. Payment Reduction

If you get Cal-Learn supportive services payments, you can repay by a percentage of your monthly payment or you can pay more if you want to. The highest amount you have to repay is 10% of your supportive services monthly payment, if the overpayment was caused by you. If the overpayment was an error by the county, the highest amount you have to repay is 5% of your monthly supportive services payment. You can choose to pay the same amount each month.

- ☐ I will repay the highest amount that applies in my case.
- ☐ Instead of the highest amount, I will repay by having my supportive services payment reduced by \$ \_\_\_\_\_ each month.

### 3. Grant Reduction

You may repay by having your AFDC payment reduced.

- ☐ I will repay by having my AFDC grant reduced by \$ \_\_\_\_\_ each month.

Put your initials here \_\_\_\_\_ to show that you have read and understand items 1 through 6 above.

## IV. CHECK THE BOX BELOW THAT APPLIES TO YOU

- ☐ I can begin repayment within 30 days from the date this notice was mailed to me.
- ☐ I cannot begin to repay within 30 days from the date this notice was mailed to me, but I will begin to repay in the way(s) I chose in Section III, by \_\_\_\_\_.

Mail this form and payments to:

Bring this form and payments "in person" to:

Sign your name below and enter the date.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## V. To be completed by the county

The above signed Agreement has been accepted by \_\_\_\_\_ on \_\_\_\_\_  
for \_\_\_\_\_ county.

Signature \_\_\_\_\_



CL 6 -- CAL-LEA SUPPORTIVE SERVICES OVERPAYMENT AGREEMENT  
(1/94) (NEW) (required - substitutes permitted with  
prior CDSS approval)

REFER: MPP 42-751 and 42-765

Use this form to secure a written repayment agreement with the Cal-Learn participant who has an overpayment of supportive services. The form may be sent with the CAL-LEARN OVERPAYMENT NOTICE (CL 5) to be completed by the participant or the county may use it in meeting with the participant to document the terms of the repayment. If neither of the two preceding situations apply, the CL 5 is to be sent at the point the REPAYMENT AGREEMENT (CL 6) is to be established.

INSTRUCTIONS:

An original and three copies of the CL 6 are to be completed.

Section I

The county fills in the total amount of the overpayment and checks the appropriate box for the type of supportive service that was overpaid.

A child care overpayment can be recovered from a subsequent child care payment. Transportation and/or ancillary overpayments can be recovered from either a subsequent transportation or ancillary payment.

If there is more than one type of supportive services overpayment, a separate CL 6 must be used for each type.

In the space provided, enter the telephone number the participant can call if he/she has any questions about the agreement.

Section II

The participant reads and initials Section II.

Section III

The participant checks the box which represents the payment method chosen and, as appropriate, fills in the payment amount and the date repayment will begin.

---

Section IV

The participant checks the appropriate box in this section. The county stamps the county's address appropriate for payments. The participant signs and dates the form.

## Section V

When the signed agreement is returned by the participant and the county determines that the terms are acceptable as specified in regulations, the county enters the following information in the section marked "To be completed by the county."

- Name of the county official accepting agreement (printed)
- Date
- Name of County
- Signature of authorized county official

## Distribution

The original of the CL 6 remains in the county file once it has been signed by both parties. If the CL 6 is sent to the participant, the original and two copies must be mailed with a self-addressed return envelope. The fourth copy is retained by the county pending receipt of the signed agreement. After the participant signs the original and both copies, the participant is instructed to keep the last copy and return the others to the county. After approving the agreement, the county signs the original and the copy. The county keeps the original and sends the signed second copy back to the participant.

If the county secures the CL 6 at a meeting with the participant, the second copy must be given to the participant with both parties' signatures; the original, with both parties' signatures is retained in the county file.

CAL-LEARN SUPPORTIVE SERVICES  
OVERPAYMENT FINAL NOTICE

FEB 1 1994

COUNTY OF: \_\_\_\_\_  
ADDRESSEE \_\_\_\_\_

NOTICE DATE: \_\_\_\_\_

CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

WORKER'S NAME: \_\_\_\_\_

We told you on \_\_\_\_\_ that you were overpaid for the following supportive service(s):

☐ Child Care☐ Transportation expenses☐ Educational related expenses

The amount of your overpayment that you still owe is \$ \_\_\_\_\_ and is due now.

## HERE'S WHY:

- ☐ You did not agree to repay.
- ☐ You did not pay as agreed.
- ☐ You are no longer in Cal-Learn and your method of repayment no longer works.
- ☐ You are no longer getting AFDC and your method of repayment no longer works.
- ☐ You did not have to repay while you were in Cal-Learn. Now you need to repay.
- ☐ Other. \_\_\_\_\_

TOTAL OVERPAID AMOUNT	LESS AMOUNT YOU REPAID	TOTAL AMOUNT YOU OWE
\$ _____	\$ _____	\$ _____

You must pay the county what you owe or contact us to make a repayment plan within ten days from the date this notice was mailed to you.

If you do not repay the county or contact the county to enter into a repayment agreement, the county may take what you owe out of your state income tax refund or take other action to collect the amount you owe.

If you get AFDC you can ask to have your AFDC grant lowered to pay what you owe.

You do not have to use any Social Security or SSI benefits to repay this overpayment.

If you pay by check or money order, send or bring it to:

Address: \_\_\_\_\_

If you pay by cash, pay in person. DO NOT MAIL CASH. Be sure to ask for a numbered receipt with the county name on it.

If you have any questions call \_\_\_\_\_

CONTACT YOUR CASE MANAGER IF YOU THINK THIS NOTICE IS WRONG. YOU MAY ALSO ASK FOR A STATE HEARING. 'YOUR CAL-LEARN HEARING RIGHTS' FORM TELLS YOU HOW TO ASK FOR A STATE HEARING.

RULES: These rules apply. MPP 42-751 You may review them at your welfare office.

CL 7 -- CAL-LEARN OVERPAYMENT FINAL NOTICE ( /94) (NEW)  
(required - substitutes permitted with prior CDSS  
approval)

REFER: MPP 42-751 and 42-765

This notice will be used to inform Cal-Learn participants that their Cal-Learn supportive services overpayment is due unless they enter into a new CAL-LEARN REPAYMENT AGREEMENT (CL 6):

- o Individuals who have left the Cal-Learn Program including those who are exempt;
- o Individuals who have left AFDC, except those eligible for transitional child care (TCC). For individuals eligible for TCC, follow the procedures specified in MPP 47-190.
- o Individuals who have failed to make a cash repayment as specified in their REPAYMENT AGREEMENT CL 6, regardless of whether they are still in Cal-Learn, GAIN or AFDC.

INSTRUCTIONS:

Complete the following:

- o Date(s) the original CAL-LEARN SUPPORTIVE SERVICES OVERPAYMENT NOTICE(S) (CL 5) was mailed telling the individual about the overpayment(s).
- o The type of supportive service(s) that was overpaid.
- o The remaining amount owed.
- o The check box which designates the reason for the FINAL NOTICE (CL 7).
- o The overpayment computation.
- o The county mailing address.
- o The county contact telephone number.

Attach the NA CL BACK, CAL-LEARN HEARING RIGHTS.

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# CAL LEARN NOTICE OF REPORT CARD SUBMITTAL SCHEDULE

FEB 1 1994

ISSUE DATE:

CASE NAME:

CASE NUMBER:

CASE MANAGER NAME:

TELEPHONE NO.

If you have any questions, please call your Cal Learn case manager.

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On \_\_\_\_\_, ☐ we ☐ case manager decided the dates your report cards or progress reports are due to your Cal-Learn case manager

The dates your report cards or progress reports must be given to your Cal-Learn Case Manager are as follows:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

[Your supportive services needs will be addressed in another notice.]

If you do not receive a report card or progress report call your Cal-Learn case manager.

If you do not give your report card or progress report to your Cal-Learn case manager your aid may be lowered.

If you have good reason for not turning in your report card or progress report your aid will not be lowered but you must notify your case manager immediately of your reason.

If you think this action is wrong, you may ask for a hearing. The Cal-Learn hearing rights information on the back of this form tells you how. You can also call your Cal-Learn case manager if you think this action is wrong.

Case manager name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

RULES: These rules apply: MPP 42-766.33, 42-766.6. You may review them at your welfare office.

CL 8 -- CAL-LEARN NOTICE OF REPORT CARD SUBM. TAL SCHEDULE  
(1/94) (NEW) (required - substitutes permitted with  
prior CDSS approval)

REFER: MPP 42-766.33 and 42-766.4

This notice informs parents or caretaker relatives and teen parents of the dates report cards are due and that they must be submitted to their case manager. It further informs teen parents that they must call their case managers immediately if they do not receive any type of report cards or if they have a good reason for not turning in their report cards. It also informs teen parents that if they fail to give their report cards to their case managers, their cash aid may be lowered. In addition, it informs teen parents that their supportive services needs will be addressed in a separate notice.

INSTRUCTIONS:

Complete teen parents name and address. Enter date of decision. Enter the four dates the report card is due.

Attach the NA CL BACK, CAL-LEARN HEARING RIGHTS.

If a teen parent did not attend his/her Cal-Learn Program orientation and the case manager must develop a report card submittal schedule, use this form. Send along with the CL 2, CAL-LEARN REGISTRATION/PROGRAM REQUIREMENTS, CL 3, CAL-LEARN NOTICE OF A PARTICIPATION PROBLEM and NA CL BACK, CAL-LEARN HEARING RIGHTS.

This notice must be sent to the teen parent and the caretaker relative of the AU.

**CAL-LEARN NOTICE OF  
NO GOOD CAUSE DETERMINATION**

FEB 9 1994

ISSUE DATE:	
CASE NAME:	CASE NUMBER:
CASE MANAGER NAME:	PHONE NUMBER:

If you have any questions, please call your Cal-Learn case manager

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On \_\_\_\_\_, you failed to:

- ☐ Give your Cal-Learn case manager a copy of your report card or progress report.
- ☐ Get passing grades.

We reviewed your case and decided that you did not have a good reason for not doing what Cal-Learn requires.

Because you did not have good reason for not doing what Cal-Learn requires your cash aid will be lowered.

**PARTICIPATION PLAN**

In order to help you correct any problems that have kept you from doing what Cal-Learn requires, we have scheduled an appointment with you on \_\_\_\_\_ at \_\_\_\_\_ o'clock at \_\_\_\_\_.

We will work with you on a plan for your participation in Cal-Learn. If you cannot keep this appointment, please call your Cal-Learn case manager at \_\_\_\_\_.

**CAL-LEARN CHILD CARE AND TRANSPORTATION ARE AVAILABLE  
IF YOU NEED THEM TO HELP YOU KEEP THIS APPOINTMENT**

If you think this action is wrong, you may ask for a hearing. The Cal-Learn Hearing Rights information on the back of this form tells you how. You can also call your Cal-Learn case manager if you think this notice is wrong.

RULES: These rules apply: MPP 42-766.28, 42-766.64. You may review them at your welfare office.

CL 9 -- CAL-LEARN NOTICE OF NO GOOD CAUSE DETERMINATION 91/94)  
(NEW) (required - substitutes permitted with prior CDSS  
approval)

REFER: MPP 42-766.28, 42-766.633 and 42-766.64

Use this form to inform teen parents that they have been found to be without good cause for failing or refusing to comply with Cal-Learn Program requirements. It also identifies the reason(s) for such a determination and indicates the scheduled appointment date on which the teen parent and the Cal-Learn case manager can meet to discuss the problem. It also informs a teen parent of the right to appeal the determination.

INSTRUCTIONS:

Complete name and address. Enter date of determination. Check appropriate box. Enter appointment date, time and address. Enter telephone number.

Copy to the back or attach NA CL BACK, CAL-LEARN HEARING RIGHTS, to this form.



**CAL-LEARN NOTICE OF  
EXEMPTION / DEFERRAL**

ISSUE DATE: _____	
CASE NAME: _____	CASE NUMBER: _____
WORKER NAME: _____	WORKER NO.: _____

If you have any questions, please call your Cal-Learn case manager or your county worker.

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is to inform you that you cannot be in Cal-Learn.

Here's why:

☐ You are exempt.

☐ You are deferred.

HOWEVER, THIS DOES NOT MEAN THAT YOU DO NOT HAVE TO GO TO SCHOOL. THE CALIFORNIA EDUCATIONAL CODE SECTION 48200 REQUIRES THAT YOU MUST STILL ATTEND SCHOOL.

**EXEMPTION:**

A teen parent is exempt if he or she:

- Is ill, injured, or physically unable to go to school.
- Is expelled from school and enrollment in an other school cannot be arranged.
- Cannot get child care or transportation.
- An AFDC-FC payment is made on behalf of the teen parent.

Because you are exempt, you will not to receive Cal-Learn services.

**DEFERRAL:**

A teen parent is deferred if he or she:

- Needs supportive services or case management services which are temporarily not available.
- Has a special need that deprives the teen parents ability to meet program requirements.
- Needs time to recover from child birth.

Because you are deferred you will not get Cal-Learn supportive services but will get case management services unless the case management services are not available.

If you think this action is wrong, you may ask for a hearing. The Cal-Learn hearing rights information on the back of this form tells you how. You can also call your Cal-Learn case manager if you think this action is wrong.

RULES: These rules apply MPP 42-763.2, 42-763.3. You may review them at your welfare office.

CL 10 -- CAL-LEARN NOTICE OF EXEMPTION/DEFERRAL (1/94)(NEW)  
(Required - substitutes permitted with prior CDSS  
approval)

REFER: MPP 42-763.2 and 42-763.3

Use this form to inform teen parents if they are exempt from participating in Cal-Learn Program or deferred from sanctions and bonuses. A description of how long a teen parent is exempt or deferred is also given. The notice informs exempt individuals that they will not receive any Cal-Learn services and teen parents who are deferred will be eligible to receive case management services if available.

This form would be used at the initial evaluation.

INSTRUCTIONS:

Complete name and address of teen parent. Enter effective date. Check appropriate box. Enter beginning date and ending date for exemption or deferral.

Attach NA CL BACK, CAL-LEARN HEARING RIGHTS.

SEP 2 1994

**CAL-LEARN - NOTICE OF INCOMPLETE GRADES**

ISSUE DATE:	
CASE NAME:	CASE NUMBER:
CASE MANAGER NAME:	PHONE NUMBER:

On \_\_\_\_\_, you gave a report card to your case manager that had incomplete grades.

You have 30 days from \_\_\_\_\_ to give your case manager a report card with a complete grade(s).

If a new report card is turned in by the end of the 30 day period that shall be the one to determine adequate, satisfactory or unsatisfactory progress. The case manager shall treat the report card as having been submitted as required under Section 42-766.63.

A bonus or sanction will be applied according to the grades received by the end of the 30 day period.

If you do not turn in a report card with complete grades, the incomplete grade(s) will be considered a failing (F) grade(s).

CL 11 -- CAL-LEARN NOTICE OF INCOMPLETE GRADES (1/94) (NEW)  
(Required - substitutes permitted with prior CDSS  
approval)

REFER: MPP 42-763.63

This notice informs the teen parent and parent/caretaker relative that the report card submitted to the case manager contained an incomplete grade(s). It also stipulates that the teen parent has 30 days from the date given to turn in a report card with completed grades. Adequate, satisfactory or unsatisfactory progress will be determined by the new report card. A bonus or sanction may also be applied as necessary. If a new report card is not turned in with complete grade(s), then the original report card with the incomplete grade(s) will be considered as a failing grade.

INSTRUCITONS:

Enter the date of determination. Enter the date that the teen parent has 30 days from to complete the incomplete grade.  
Include telephone number of case manager.

Attach the NA CL BACK, CAL-LEARN HEARING RIGHTS.

FEB 1993

**CAL-LEARN HEARING RIGHTS**

- You have the right to ask for a hearing if you disagree with any county decision regarding your status (standing) in Cal-Learn, your Cal-Learn activity, or your Cal-Learn supportive services.
- Asking for a Cal-Learn hearing will not affect your AFDC cash aid.
- You only have 90 days to ask for a hearing.
- The 90 days started the day after we gave or mailed you a notice.

**WHILE YOU WAIT FOR A HEARING DECISION**

If you disagree with the county's decision about your Cal-Learn status or your Cal-Learn activity:

- You do not have to participate in Cal-Learn.
- You cannot come into the Cal-Learn program if we have told you we cannot serve you.
- You can keep going to an activity different from the one we referred you to, but we will not pay any Cal-Learn supportive services or give you any other Cal-Learn services.

To get any Cal-Learn supportive services payments, you must go to the Cal-Learn activity the county has asked you to go to.

If you disagree with the county's decision about your supportive services payments, and you attend your approved Cal-Learn activity, the county will pay supportive services as follows:

- If we have told you your payments will be lowered, you will get the lower rate.
- If we have told you your payments will be made in a different form, you will be paid in the different form.
- If we have told you your payments will stop; you will not get any more payments, even if you go to your activity.
- If we have denied payments before the hearing, you will not get the requested payments.

If the amount of supportive services the county pays while you wait for a hearing decision is not enough, you can stop going to your Cal-Learn activity.

You may get free legal help at your local legal aid office or welfare rights group, or from the CCWRO.

**HOW TO ASK FOR A STATE HEARING**

The best way to ask for a hearing is to fill out this page and send or take it to:

You may also call 1-800-952-5253.

If you are Deaf and use TDD, call 1-800-952-8349.

**HEARING REQUEST**

I want a hearing because of an action by the Welfare Department of \_\_\_\_\_ County about my

- ☐ Cal-Learn Status ☐ Cal-Learn Activity  
☐ Cal-Learn Supportive Services ☐ Other (list) \_\_\_\_\_

Here's why:

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I will bring this person to the hearing to help me (name and address, if known):

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I need an interpreter at no cost to me. My language or dialect is:

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My name: \_\_\_\_\_

Address: \_\_\_\_\_

My Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**Hearing File:** If you ask for a hearing, the State Hearing Office will set up a file. You have the right to see this file. The State may give your file to the Welfare Department, the U.S. Department of Health and Human Services and the U.S. Department of Agriculture. (W. & I. Code Section 10950).

NA CL BACK -- CAL-LEARN HEARING RIGHTS (1/94)(NEW) REQUIRED NO  
SUBSTITUTES

REFER: MPP 22-017

This form is used to inform Cal-Learn participants of their hearing rights if they do not agree with the action that was taken by the case manager (e.g., exemption, deferral, bonuses or sanctions). It specifies the participation requirements pending a hearing decision and directs the participant to call their local legal aid office or welfare rights organizations for assistance. This form must be sent with any action that must be timely.

INSTRUCTIONS:

Copy this form onto the back of all forms that require counties to provide a teen parent his/her hearing rights. Counties can attach a copy if a county chooses.

**CAL-LEARN PROGRAM**

**CAL-LEARN SUPPORTIVE SERVICES NOAs**

**QUICK REFERENCE GUIDE**

The Quick Referenc Guide specifies the appropriate NOA to issue for Cal-learn supportive services actions. It also indicates what the NOA is to do and when a NOA must be timely.

As defined in MPP Section 22-001(t)(1), a timely notice is one sent at least 10 calendar days prior to the effective date of the action. This means that the case manager has given the Cal-Learn participant a notice about the case manager's intended action at least 10 days before the action occurs. If the Cal-Learn participant disagrees with the case manager's action, he/she can file for a state hearing.

An adequate notice must inform the client in writing about: (1) what action the county plans to take; (2) why the action is being taken; (3) which regulations support the action; (4) how the client can request a state hearing; and (5) under which circumstances supportive services will continue pending the hearing decision. The adequacy requirements apply to all NOAs.

CAL-LEARN SUPPORTIVE SERVICES NOAs  
QUICK REFERENCE GUIDE

<u>NOA NO. &amp; TITLE</u>	<u>ACTION</u>	<u>TIMELY</u>
M42-750B(CL) Approve Child Care	APPROVE--To approve child care payments. Usually, this is the first child care NOA a Cal-Learn participant gets when he/she starts school.	NO
M42-750C(CL) Change Child Care	CHANGE(increase)--To increase the maximum level. Also, to approve all or part of a Cal-Learn participant's request to change to a new provider.	NO
	CHANGE(decrease)--To decrease the maximum payment level.	YES
M42-750D(CL) Deny Child Care	DENIAL--To deny a request for child care payments.	NO
M42-750E(CL) Discontinue Child Care & Transportation	DISCONTINUANCE(termination)--To stop child care and/or transportation payments because the a teen parent is ineligible to participate in Cal-Learn, has been exempted from participation or has been deferred from being subject to sanctions or bonuses.	YES
M42-750F(CL) Approve Transportation	APPROVE--Use to approve transportation payments. Usually, this is the first transportation NOA a Cal-Learn participant will get when he/she starts school.	NO
M42-750G(CL) Change Transportation	CHANGE(increase)--Use to increase the maximum payment level.	NO
	CHANGE(decrease)--Use to decrease the maximum payment level.	YES
M42-750H(CL) Deny Transportation	DENIAL--Use to deny a request for transportation payments	NO



<u>NOA NO. &amp; TITLE</u>	<u>ACTION</u>	<u>TIMELY</u>
M42-750J(CL) Approve Ancillary Expenses	APPROVE--Use to approve all or a portion of a request for ancillary expenses; includes listing of items not approved.	NO
M42-750K(CL) Deny Ancillary Expenses	DENIAL--Use to deny entire request for ancillary expenses; no items approved.	NO
M42-750L(CL) Adjust Child Care & Trans- portation	ADJUSTMENT--Use to reconcile supportive services claims with actual expenditures. The approved maximum remains the same. Also use to notify Cal- Learn participants about reconciled payments made to temporary providers of care for sick child(ren), whenever the amount paid is less than the amount claimed, and to notify Cal- learn participants about temporary changes in the method of payment for supportive services.  Issue at the same time as the payment.	NO
M42-750P(CL) Reduce Child Care & Trans- portation	REDUCE--Use to recover unused portions of an advance payment for supportive services.	YES
M42-750Q(CL) Reduce Child Care, Trans- portation & Ancillary; Payment Limit No Change	OVERPAYMENT--Use to recover unused portions of an advance payment by adjusting a future supportive services payment after NOA M42- 750P(CL) has been sent and proof of costs has been received for supportive services.	YES
M42-762.4(CL) Inform Control Group	INFORM--Use to inform teen parents eligible to participate in the Cal-Learn Program that they have been selected to be in a control group.	NO

<u>NOA NO. &amp; TITLE</u>	<u>ACTION</u>	<u>TIMELY</u>
M42-766.67(CL) Ineligible Teen Parent	INELIGIBLE--Use to inform teen parents that they are no longer eligible to participate in the Cal-Learn Program because they are not on aid, they graduated, their child no longer lives with them, they turned 19 years of age.	YES
M42-769(CL) Inform AU of Cal-Learn Status	INFORM--Use to inform AU/Cal-Learn teen parent of the teen parent's status in Cal-Learn when the teen parent will not receive a sanction or bonus.	NO

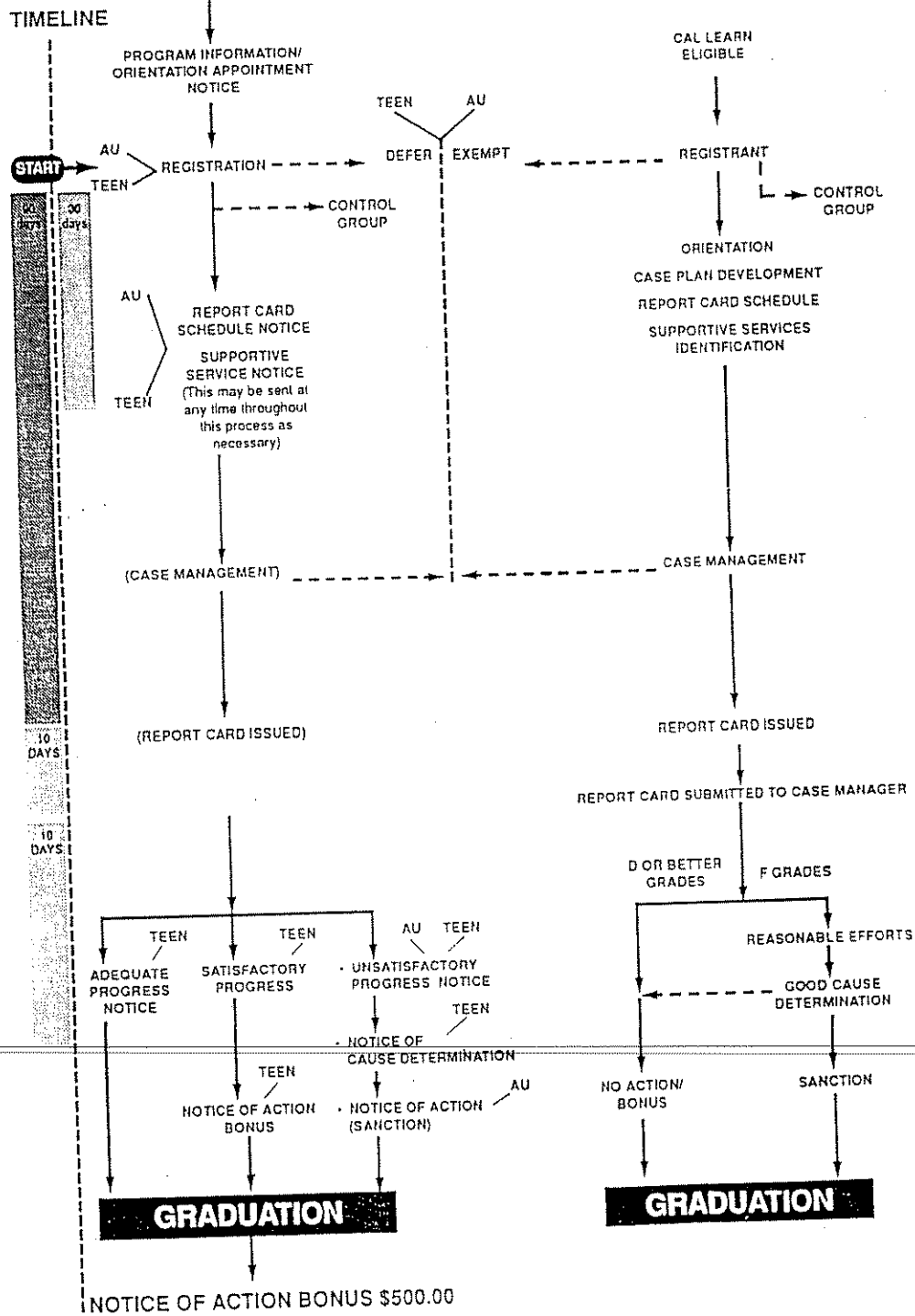
**CAL-LEARN PROGRAM**

**FLOW CHART  
FOR PROGRAM AND FORMS**

# CAL-LEARN PROGRAM

## NOTICE FLOW

## PROGRAM FLOW



AT ANY POINT THROUGHOUT THIS PROCESS:  
UPON A TEEN BECOMING THE AGE OF 19 A NOTICE SHALL BE SENT INFORMING THE TEEN THAT THEY  
MAY NO LONGER PARTICIPATE IN THE CAL-LEARN PROGRAM AND WILL BE REFERRED TO GAIN

**CAL-LEARN PROGRAM**

**MODEL CONTRACT**

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## CAL-LEARN PROGRAM

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_\_\_, in the State of California, by and between the County of \_\_\_\_\_, hereinafter referred to as the COUNTY, and \_\_\_\_\_, hereinafter referred to as the CONTRACTOR, for the purpose of providing services to the COUNTY in implementing and conducting the Cal-Learn Program pursuant to the provisions of Senate Bill (SB) 35 (Chapter 69, Statutes of 1993) and SB 1078 (Chapter 1252, Statutes of 1993).

A. CONTRACTOR RESPONSIBILITIES

1. SCOPE OF WORK

The CONTRACTOR agrees to provide services as described in Exhibit "A," consisting of three pages attached hereto and by this reference is incorporated herein.

2. CONFLICT OF INTEREST

The CONTRACTOR agrees that all reasonable efforts will be taken to ensure that no conflict of interest exists among or between its officers, agents, or employees in connection with the performance of this AGREEMENT. The CONTRACTOR agrees to have all staff sign a conflict of interest document, investigate any alleged conflict of interest violations and advise the COUNTY.

4. INDEMNIFICATION

The CONTRACTOR agrees to indemnify, defend, and hold harmless the COUNTY, its officers, agents, and employees from any and all claims and losses occurring or resulting to any contractors, subcontractors, material, laborers, and any other person, firm or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this AGREEMENT, and from any and all claims and losses occurring or resulting to any person, firm, or corporation who may be injured or damaged by the CONTRACTOR in the performance of this AGREEMENT.

5. NONDISCRIMINATION

The CONTRACTOR's signature affixed hereon shall constitute a declaration under the penalty of perjury under the laws of the State of California that the CONTRACTOR has complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Code of Regulations, Section 8103. The attached Exhibit "E," State of California Standard Form 17A, entitled "Nondiscrimination Clause," is made a part hereof by this reference.

## 6. REPORTING REQUIREMENTS

The CONTRACTOR agrees to provide the following briefings and reports to the COUNTY:

### a. Oral Reports/Briefings

The CONTRACTOR will make oral progress reports to the COUNTY Project Officer by the \_\_\_\_\_ and \_\_\_\_\_ day of every \_\_\_\_\_ month(s) during the term of this AGREEMENT. The CONTRACTOR shall be prepared to make one oral presentation to the COUNTY management, summarizing final results, in \_\_\_\_\_, California.

### b. Progress Reports

Written progress reports will be submitted to \_\_\_\_\_ by the \_\_\_\_\_ day of every \_\_\_\_\_ month(s) during the term of this AGREEMENT. These reports should report the status of all planned tasks and activities, including findings, problems, recommendations and planned changes to methodology. The CONTRACTOR shall collect data in accordance with the California Department of Social Services statistical reporting requirements.

### c. Final Report

The final report on the entire project will be due \_\_\_\_\_, 19\_\_\_\_ to \_\_\_\_\_.

## 7. COUNTY CONTACT

The CONTRACTOR agrees to send written reports and materials concerning the program to \_\_\_\_\_, and further agrees to use them for all purposes that are related to fulfilling the requirements of this AGREEMENT.

## 8. STAFFING

CONTRACTOR agrees to provide a staffing ratio of \_\_\_\_\_ teen parents who are eligible for participation in the Cal-Learn Program to each case manager. This staff shall have the required expertise to perform the case management services within the AGREEMENT time schedule. Such staff shall include, but not be limited to, the project team identified in Exhibit "C." Any modification to the project team must have prior written approval by the COUNTY.

## 9. INSPECTION

The CONTRACTOR agrees that the COUNTY, State and Federal Government, upon request, shall have the right to examine and audit all the records, books, papers and documents related to the conduct of activities funded by this AGREEMENT. The CONTRACTOR agrees to provide the COUNTY, State and Federal

Government with any relevant information requested and shall permit access to its premises, upon reasonable notice, during normal business hours for said purpose. The CONTRACTOR further agrees to retain, in the State of California, all such records, books, papers and documents pertaining to this AGREEMENT for three (3) years from the termination of this AGREEMENT or until any outstanding Federal or State audit issues that arise during that time period are finally resolved.

#### 10. RIGHTS TO DATA

The CONTRACTOR agrees the COUNTY and State shall have an unconditional right to use in any manner all data, reports or other material which arises out of the performance of this agreement. Such license shall be in effect only to the extent that the CONTRACTOR has the right to grant such license without becoming liable to pay compensations for others because of such grant.

#### 11. LICENSES AND STANDARDS

The CONTRACTOR shall have all necessary licenses and permits required by the laws of the United States, State of California, the County of \_\_\_\_\_ and all other appropriate governmental agencies, and agrees to maintain these licenses and permits in effect for the duration of this AGREEMENT.

The CONTRACTOR agrees that the performance of work and services pursuant to the requirements of this AGREEMENT shall conform to highest professional standards.

The CONTRACTOR agrees it has the administrative and management functions necessary to meet the requirements of this AGREEMENT.

#### 12. INFRINGEMENT

The CONTRACTOR agrees to report to the COUNTY, promptly and in writing, each notice of claim of copyright infringement received by the CONTRACTOR with respect to all data delivered under this AGREEMENT.

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#### 13. SUBCONTRACT

The CONTRACTOR agrees that it will not, without the prior written consent of the COUNTY, assign this AGREEMENT or enter into subcontracts for the provision of services under this AGREEMENT. The COUNTY considers the prime CONTRACTOR to be the sole point of contact. The CONTRACTOR agrees to ensure that all subcontractors meet all of the requirements listed herein and to notify the COUNTY upon termination of any subcontract.



#### 14. GRIEVANCE

The CONTRACTOR agrees to develop and implement a grievance system whereby Aid to Families with Dependent Children (AFDC) recipients who are under the age of 19 and who are custodial parents or pregnant and who have not obtained a high school diploma or its equivalent, hereinafter referred to as CLIENTS, may present their grievances concerning their eligibility or the operation of the service program provided by the CONTRACTOR. Such a grievance procedure shall not replace the CLIENTS' right to a hearing before the California Department of Social Services.

#### 15. CASE MANAGEMENT SERVICES

The CONTRACTOR agrees to provide case management services for CLIENTS referred by the COUNTY as described in Exhibit "A."

#### 16. REFERRAL

The CONTRACTOR agrees to refer all AFDC teen parents who are no longer eligible for the Cal-Learn Program to the COUNTY.

### B. COUNTY RESPONSIBILITIES

#### 1. INFORMATION

The COUNTY agrees to provide the CONTRACTOR with all information and documentation necessary to enable CONTRACTOR to fully perform the services required under this AGREEMENT.

#### 2. SUPERVISION

The COUNTY agrees to maintain lead supervisory responsibility and to keep Federal and State officials informed of progress.

#### 3. MONITOR

The COUNTY agrees to monitor this AGREEMENT in conjunction with the CONTRACTOR.

#### 4. REFERRAL

The COUNTY agrees to refer to the CONTRACTOR all CLIENTS who are eligible for the Cal-Learn Program.

#### 5. CASE MANAGEMENT SERVICES

The COUNTY agrees to provide designated case management as specified in Exhibit "B" consisting of two pages attached hereto and by this reference is incorporated herein.

### C. JOINT RESPONSIBILITIES

#### 1. CONTACT

Each party to this AGREEMENT shall designate a contact person whose primary responsibility is the liaison of activities to carry out this AGREEMENT.

#### 2. INDEPENDENT CAPACITY

This AGREEMENT is not intended to and shall not be construed to create the relationship of agents, servant, employee, partnership, joint venture or association between the parties.

#### 3. CONFIDENTIALITY

The COUNTY and the CONTRACTOR agree to comply and require its officers and employees to comply with the provisions of Section 10850 of the Welfare and Institutions Code, and the California Department of Social Services' Manual of Policy and Procedures, Division 19 Regulations to assure that:

- a. All records concerning any applicant or participant shall be confidential and shall not be open to examination for any purpose not directly connected with the purposes of this AGREEMENT. No person shall publish or disclose, or use or permit, or cause to be published, disclosed or used, any confidential information pertaining to any applicant for or recipient of public social services.
- b. The COUNTY and the CONTRACTOR agree to inform all of its employees, agents, subcontractors and partners of the above provisions and that any person knowingly and intentionally violating the provisions of said State law is guilty of a misdemeanor.

#### 4. CASE CONFERENCE

The COUNTY and the CONTRACTOR will conduct joint meetings on at least a \_\_\_\_\_ basis, or more frequently as needed concerning CLIENTS upon the request of either or both parties.

#### 5. CLOSURE

The COUNTY and the CONTRACTOR agree to close cases of CLIENTS who exit the Cal-Learn Program upon completion of requirements, or who are no longer eligible for services. The CONTRACTOR understands and agrees that no reimbursement shall be made for CLIENTS who are not eligible to participate in the Cal-Learn Program.

### D. TERM OF AGREEMENT

The term of this AGREEMENT shall be from \_\_\_\_\_, 19\_\_\_\_ through \_\_\_\_\_, 19\_\_\_\_.

# E. FISCAL PROVISIONS

1. For the sole purpose of avoiding delays which would occur in the process of this AGREEMENT if execution of the AGREEMENT took place after determination of funding was made, it is mutually understood between the parties that this AGREEMENT may have been written before verification of funding by execution of the supporting State contract. Therefore, this AGREEMENT is valid and enforceable only if sufficient funds are made available to the COUNTY by the State for the purpose of the Cal-Learn Program.
2. In consideration of services provided by the CONTRACTOR to CLIENTS pursuant to this AGREEMENT, the CONTRACTOR shall be entitled to receive payment as specified in Exhibits C and D, subject to the audit at the end of the AGREEMENT period.
3. The maximum financial obligation of the COUNTY for the term of this AGREEMENT shall not exceed \_\_\_\_\_ dollars unless so amended in writing and approved by the COUNTY.
4. The consideration to be paid the CONTRACTOR, as provided herein, shall be in compensation for all of the CONTRACTOR'S expenses incurred in the performance hereof, including travel and per diem unless otherwise expressly so provided.
5. The COUNTY shall reimburse the CONTRACTOR in arrears upon the submission by the CONTRACTOR of an original signed invoice.
6. All invoices submitted to the COUNTY shall refer to the Contract Number \_\_\_\_\_. Invoices which do not contain this number will be returned with a request for the information.
7. Final invoices shall be submitted not more than \_\_\_\_\_ calendar days after the AGREEMENT termination.
8. The COUNTY agrees to reimburse the CONTRACTOR within the usual course of business under normal conditions. However, should a desk audit reflect a question relating to the claim, all or ~~part of the payment may be held at the discretion of the COUNTY~~ until the questioned item is resolved.
9. The COUNTY reserves the right to review service levels and billing procedures as they may impact charges against this AGREEMENT.
10. In accordance with Federal regulations, invoices for \_\_\_\_\_ period must be received by June 30, 199\_. Final billing for the remaining services must be received by the COUNTY within \_\_\_\_\_ (\_\_) days following the end of the AGREEMENT term.

11. It is mutually understood between the parties that this AGREEMENT may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the AGREEMENT were executed after that determination was made.
12. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this AGREEMENT shall be amended to reflect any reduction in funds.
13. The COUNTY has the option to void the AGREEMENT under the 30-day cancellation clause or to amend the contract to reflect any reduction of funds.
14. In the event this AGREEMENT is terminated prior to the termination date as provided in Section G, 2., TERMINATION PROVISIONS of this AGREEMENT, the last reimbursement claim must be submitted within \_\_\_\_ (\_\_) days after the CONTRACTOR discontinues operating under the terms of the AGREEMENT.

#### F. GENERAL PROVISIONS

##### 1. AMENDMENTS

This AGREEMENT may be amended by written mutual consent of both parties.

##### 2. TERMINATION PROVISIONS

Notwithstanding Sections D and E herein, this AGREEMENT may be terminated pursuant to any of the following applicable provisions:

- a. Either party may terminate this AGREEMENT, without cause, upon \_\_\_\_ (\_\_) days written notice served upon the other party.
- b. The COUNTY may terminate this AGREEMENT, upon \_\_\_\_ (\_\_) days written notice served upon the CONTRACTOR, should the ~~CONTRACTOR fail to perform any of the covenants contained~~ in this AGREEMENT, in the time and manner specified. In the event of such termination, the COUNTY may proceed with the work in any manner deemed proper by the COUNTY. The cost to the COUNTY shall be deducted from any sum due the CONTRACTOR, and the balance, if any, shall be paid the CONTRACTOR upon demand.
- c. After receipt of the Notice of Termination, pursuant to Paragraphs a. or b. above, or the CONTRACTOR is notified that the AGREEMENT will not be extended beyond the

termination date as specified in Section D and/or E, the CONTRACTOR shall:

- 1) Stop all work under this AGREEMENT on the date, and to the extent specified, in the Notice of Termination;
  - 2) Continue to provide the same level of service as previously required under the terms of this AGREEMENT until the date of termination; and,
  - 3) If CLIENTS are to be transferred to another facility for services, furnish the COUNTY, upon request, all CLIENT information and documents deemed necessary by the COUNTY to affect an orderly transfer.
- d. The COUNTY shall continue to pay the CONTRACTOR at the same rate as previously allowed until the date of termination, as determined by the date of mailing by either party of the Notice of Termination.
- e. The CONTRACTOR shall submit a termination claim to the COUNTY promptly after receipt of a Notice of Termination, or on expiration of the AGREEMENT as specified in Section D, TERM OF AGREEMENT, but in no event, later than \_\_\_\_ (\_\_) days from the effective date, thereof, unless an extension, in writing, is granted by the COUNTY.
- f. The rights and remedies of the COUNTY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this AGREEMENT.

### 3. DEFAULT

The COUNTY may also terminate this AGREEMENT, in whole or in part, should the CONTRACTOR default within a period of \_\_\_\_ (\_\_) days (or such longer period as the COUNTY may allow) after receipt from the COUNTY of a written notice specifying the nature of such default.

- a. If, after notification to the CONTRACTOR by the COUNTY that this AGREEMENT is subject to termination for default, it is determined by the COUNTY, or a Court of Law, that the CONTRACTOR was not in default under the terms of this AGREEMENT or that the CONTRACTOR'S failure to perform or make progress in performance under the terms herein specified, was due to cause or causes beyond the control of and without error or negligence on behalf of the CONTRACTOR or any COUNTY-authorized subcontractor or agent, the Notice of Termination shall be deemed to have been issued under a "Termination for Convenience" of the COUNTY, and the rights and obligations of the parties hereto shall be governed accordingly.

- b. Notwithstanding 3., a. above, in the event that Federal and State funding for this AGREEMENT ceases, this AGREEMENT shall terminate immediately by the COUNTY upon written notice to the CONTRACTOR. However, the CONTRACTOR shall be reimbursed for all costs incurred in the performance of this project, up to and including the date of termination, including any uncancellable obligations.

### 3. LAWS AND REGULATIONS

The COUNTY and the CONTRACTOR shall comply with all Federal, State, local laws and regulations applicable to its performance under this AGREEMENT. Should Federal or State rules, regulations or guidelines touching upon this AGREEMENT be adopted or revised during the term hereof, the CONTRACTOR shall comply with them or notify the COUNTY that it cannot so comply so that the COUNTY may take appropriate action including termination, if necessary.

### 4. ENERGY EFFICIENCY

The CONTRACTOR agrees to comply with the standards and policies relating to energy efficiency in State Energy Conservation Plan Title 24, California Code of Regulations, as required by the U.S. Energy, Policy and Conservation Act (P.L. 94-165).

### 5. CLEAN AIR ACT

Pursuant to 45 Code of Federal Regulation (CFR) Part 74, Appendix G, Section 14.1, the CONTRACTOR agrees to comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S. Code 1857 [h]), Section 508 of the Clean Water Act (33 U.S. Code 1368), Executive Order 11738 and Environmental Protection Agency (EPA) Regulations (40 CFR Part 15). Under these laws and regulations, the CONTRACTOR assures that:

- a. No facility to be utilized in the performance of this Contract has been listed on the EPA list of violating facilities.
- b. At termination of this AGREEMENT, the CONTRACTOR shall provide a final inventory to the COUNTY and shall, at that time query the COUNTY as to the COUNTY'S requirements for returning said equipment. Final disposition of such equipment shall be at the COUNTY expense and in accordance with the COUNTY instructions issued immediately after the receipt of the final inventory.
- c. Before equipment purchases made by the CONTRACTOR are reimbursed by the COUNTY, the CONTRACTOR must submit copies of paid vendor receipts, identifying the purchase price, a description of the item, the serial number, model number and location of the equipment during the AGREEMENT term.

These receipts shall be attached to the CONTRACTOR'S invoice for the month in which the equipment was purchased.

6. MINORITY, WOMEN AND DISABLED VETERAN BUSINESS ENTERPRISES (M/W/DVBE)

The CONTRACTOR agrees to provide the COUNTY or its delegatee with any relevant information requested and shall permit the COUNTY or its delegatee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts and other materials that may be relevant to a matter under investigation for the purpose of determining compliance with the Public Contract Code Section 10115 and Military and Veteran Code Section 999 (M/W/DVBE participation).

7. INDEMNIFICATION

Without limiting the CONTRACTOR's indemnification, it is agreed that the CONTRACTOR shall maintain in force at all times during the performance of this AGREEMENT, Worker's Compensation Insurance and a policy or policies of insurance covering all of its operations including but not limited to public liability, property damage, and any liability incurred under this AGREEMENT, with not less than \_\_\_\_\_ dollars single limit liability. A certificate satisfactory to the COUNTY'S Risk Manager evidencing the maintenance of such insurance coverage shall be filed with the COUNTY'S Contracts Administrator prior to the provision of any services pursuant to this AGREEMENT. The COUNTY shall be given notice in writing at least thirty (30) days in advance of cancellation, modification or reduction in coverage. The certificate shall name the COUNTY, its officers, agents, servants, and employees as additional insureds. All insurance shall be in a company or companies authorized by law to transact insurance business in the State of California.

8. DISPUTE RESOLUTION

If the CONTRACTOR disputes a decision of the COUNTY'S designated representative regarding the performance of this AGREEMENT or on other issues for which the representative is authorized by this AGREEMENT to make a binding decision, the CONTRACTOR shall provide written dispute notice to the COUNTY'S representative within fifteen (15) calendar days after the date of the action.

a. The written dispute notice shall contain the following information:

- 1) The decision under dispute;
- 2) The reason(s) CONTRACTOR believes the decision of the COUNTY representative to have been in error (if applicable, reference pertinent AGREEMENT provisions);

- 3) Identification of all documents and substance of all oral communication which support the CONTRACTOR'S position; and
  - 4) The dollar amount in dispute, if applicable.
- b. Upon receipt of the written dispute notice, the COUNTY program management will examine the matter and issue a written decision to the CONTRACTOR within fifteen (15) calendar days. The decision of the representative shall contain the following information:
- 1) A description of the dispute;
  - 2) A reference to pertinent AGREEMENT provisions, if applicable;
  - 3) A statement of the factual areas of agreement or disagreement; and,
  - 4) A statement of the representative's decision with supporting rationale.
- c. The decision of the COUNTY representative shall be final unless, within thirty (30) days from the date of receipt of the representative's decision, the CONTRACTOR files with the COUNTY a notice of appeal addressed to:

County \_\_\_\_\_ Department of \_\_\_\_\_  
 County Contact \_\_\_\_\_  
 County Address \_\_\_\_\_

Pending resolution of any dispute, the CONTRACTOR shall diligently continue all AGREEMENT work and comply with all of the COUNTY representative's orders and directions.

#### 9. SIGNING OF AGREEMENT

This AGREEMENT is of no force and effect unless and until signed by all of the parties hereto and approved by the County Board of Supervisors.

#### 10. TERMS AND CONDITIONS

This AGREEMENT contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this AGREEMENT shall be deemed to exist or to bind either of the parties hereto.

#### 11. CIVIL RIGHTS

The CONTRACTOR shall abide by the provisions of the U.S. Civil Rights Act of 1964, the Department of Social Services Manual of Policy and Procedures, Division 21 and Welfare and Institutions



Code, Section 10000, which prohibits discrimination against any service recipient on the basis of race, national origin or ancestry, religion, sex, marital status, political affiliation, or physical or mental condition.

12. EQUAL EMPLOYMENT OPPORTUNITY

CONTRACTOR shall comply with U.S. Executive Order 11246, entitled "Equal Employment Opportunity." This is amended by U.S. Executive Order 11375 and supplemented on 45 CFR, Part 60. The CONTRACTOR shall not discriminate against any employee or applicant for employment on the basis of race, national origin or ancestry, religion, sex, marital status, political affiliation, or physical or mental condition.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT this \_\_\_\_\_ day of \_\_\_\_\_, 199\_.

COUNTY OF \_\_\_\_\_, COUNTY

BY: \_\_\_\_\_

CONTRACTOR

BY: \_\_\_\_\_

\_\_\_\_\_  
COUNTY COUNSEL AUTHORIZATION

SCOPE OF WORK  
CONTRACTOR

The COUNTY hereby hires CONTRACTOR as an independent agent to provide the services set forth as follows:

- A. Hire and maintain sufficient qualified staff to serve Cal-Learn referrals and demonstrate a commitment to quality care.
  - B. Accept CLIENTS referred by \_\_\_\_\_ County who are registered in the GAIN/Cal-Learn Program and make appropriate referrals.
  - C. Provide case management services within 15 work days from the date a CLIENT is referred. Case management services shall conform to the Adolescent Family Life Program standards and scope of services which includes the following:
    1. Continuous case management services from intake until a CLIENT is no longer eligible to participate in the Cal-Learn Program.
    2. Inform and provide program orientation to ensure that each CLIENT understands the program requirements and consequences of not making adequate or satisfactory progress.
    3. Inform and ensure that each CLIENT understands the consequences of when there is a break-in-aid while participating in the Cal-Learn Program.
    4. Develop a comprehensive case plan.
    5. Prepare a report card submittal schedule and provide the schedule to the CLIENT.
    6. Develop a supportive services plan.
    7. Monitor each CLIENT through monthly contacts.
- 
8. Assess services being provided and determine their effectiveness toward reaching case plan goals and make the necessary changes to improve the CLIENT'S program.
  9. Make regular home and field visits.
  10. Provide in-depth health nutrition, child development and parenting assessment and education to enhance the CLIENT'S parenting skills and reduce the incidence of maternal and child morbidity and mortality.
  11. Provide short and long term planning and implementation of health, nutrition, child development and parenting goals.

12. Develop short and long term educational assessment and planning which will lead to a high school diploma or its equivalent
  13. Review and monitor school attendance, performance and progress, and collect report card/progress report information.
  14. Identify and arrange necessary child care, transportation and ancillary needs in order for the CLIENT to attend and finish high school or its equivalent.
  15. Provide psychosocial assessment, treatment and or referral when appropriate.
  16. Network with related agencies in linking CLIENTS to community resources, such as, but not limited to: health care, family planning, nutrition, health education, adoption counseling, transportation, mental health, education, legal, housing, financial, emergency, child care and parenting education services when appropriate.
  17. Assess the suitability of the CLIENT'S living situation including, but not limited to, the physical and emotional health and safety of the CLIENT and child.
  18. Facilitate an effective ongoing relationship between the CLIENT, the noncustodial parent and the child where it is in the best interest of the CLIENT and child.
  19. Make reasonable efforts to contact a CLIENT who fails to make adequate progress and try to correct the situation so the CLIENT can make adequate progress.
  20. Refer to Child Protective Services CLIENTS who need ~~prevention services in order to avoid child abuse or~~ neglect or who are reasonably suspected of child abuse or neglect.
- 
- D. As appropriate, determine if the CLIENT should be exempt or deferred from participation in Cal-Learn and provide the COUNTY with the recommendation and documentation to support the CONTRACTOR'S recommendation under the Manual of Policies and Procedures (MPP) Sections 42-763.2 and .3.
  - E. As appropriate, determine "good cause" for failure to demonstrate adequate progress and provide the COUNTY with the good cause recommendation and documentation to support the recommendation under MPP Section 42-768.
  - F. Coordinate and facilitate meeting with COUNTY and other appropriate agency personnel in order to formulate

complementary care plans and to reduce the possibility of duplicating case management and other services as specified in the AGREEMENT, Section C, Item 4, CASE CONFERENCE.

- G. Collect, verify, and process child care claims of licensed providers on a monthly basis and submit to the COUNTY or \_\_\_\_\_ for payment.
- H. Collect, verify, and process transportation and ancillary expense claims on a monthly basis and submit to the COUNTY or \_\_\_\_\_ for payment.
- I. Provide consultation to the CLIENT upon request. Act as counselor, colleague, and role model so that each CLIENT has someone to trust and to turn to for advice, guidance and ideas.
- J. Provide data collection and information as specified in the AGREEMENT, Section A., Item 6., REPORTING REQUIREMENTS.
- K. Provide job related training for CONTRACTOR'S staff, and participate in California Department of Health Services and California Department of Social Services training as required.
- L. Coordinate and facilitate case management of CLIENTS with others as required.
- M. Coordinate services with the COUNTY GAIN Program.
- N. Provide in-service training for COUNTY staff of the CONTRACTOR'S services, policies and procedures.
- O. Refer to the COUNTY clients who are no longer eligible to participate in Cal-Learn as specified in the AGREEMENT, Section A., Item 18., REFERRAL.
- P. Assist the transition to independent living those CLIENTS ~~who will soon be no longer eligible to receive aid.~~
- Q. Close cases for CLIENTS who are no longer eligible to participate in Cal-Learn as specified in the AGREEMENT, Section C., Item 5., CLOSURE.
- R. Provide, maintain and update above services in accordance with policies and procedures of the Cal-Learn regulations MPP Sections 42-762, 42-763, 42-764, 42-765, 42-766, 42-767, 42-768 and 42-769.

## SCOPE OF WORK

## COUNTY

The COUNTY hereby agrees to provide case management services as follows:

- A. Register CLIENTS in the GAIN/Cal-Learn Program.
- B. Work register CLIENTS who are no longer eligible to participate in the Cal-Learn Program for GAIN within the constraints of the GAIN caseload and meeting the GAIN intake criteria referred by CONTRACTOR who have reached the age of 19 or obtained a high school diploma or its equivalent.
- C. Provide the following case management services to Cal-Learn CLIENTS:
  - 1. Inform CLIENTS of the Cal-Learn Program.
  - 2. Track and record activities provided by the CONTRACTOR for the CLIENT if appropriate.
  - 5. Review CONTRACTOR's recommendations for bonuses, sanctions, good cause, deferrals and exemptions; determine if the recommendations are valid; and inform the CONTRACTOR of the determination.
  - 6. Apply bonuses and sanctions.
- D. Refer CLIENTS who meet the criteria as specified in the AGREEMENT, Section B., Item 4., REFERRAL, to the CONTRACTOR for case management.
- E. Coordinate meetings with the CONTRACTOR and other appropriate agency personnel in order to formulate complementary case plans and to reduce the possibility of duplicating case management and other services as specified in the AGREEMENT, Section C., Item 4., CASE CONFERENCE.
- ~~F. Review data collected from CONTRACTOR.~~
- G. Coordinate services with the CONTRACTOR.
- H. Provide in-service training for CONTRACTOR staff regarding COUNTY policies, procedures and the Cal-Learn Program.
- I. Close cases of CLIENTS who are no longer eligible to participate in Cal-Learn as specified in the AGREEMENT, Section C., Item 5., CLOSURE.

## PAYMENT PROVISIONS

The attached form consisting of 2 pages and entitled "Payment Provisions" is made a part hereof by this reference. CONTRACTOR shall be reimbursed for expenses invoiced according to numbered items. However, the CONTRACTOR may make changes in any individual numbered line item provided all of the following conditions are met:

- A. The CONTRACTOR shall in advance of making any such change, submit a written request for approval of the proposed change to the COUNTY containing:
  - 1. An Explanation that will justify the need for the proposed change; and
  - 2. Identification of the numbered line item(s) and the amount of each to be reduced or increased in order to provide for the proposed change.
- B. No single numbered line item shall be reduced or increased by more than 10 percent of the maximum amount payable in this agreement, or \$\_\_\_\_\_ whichever is less; and
- C. The COUNTY approves the proposed changes in writing. Nothing in this section shall be construed as a change in the maximum amount payable, as specified in the AGREEMENT, Section F., Fiscal Provisions.

Budget Period:

1	2	3	4	5	6	7
PERSONNEL (Itemize)	% Time on Project (in F.T.E.)	Pay Period (Monthly Hours, etc.)	Full Rate of Pay (Per Pay Period)	% State Share	Number of Payments (Pay Periods, Hours)	State \$ (Col. 4)
[REDACTED] Program Manager	.45	81.25	1475	.45	24	15,930
[REDACTED] Social Worker I	1.00	81.25	1000	1.00	24	24,000
[REDACTED] Social Worker I	1.00	81.25	950	1.00	24	22,800
[REDACTED] Social Worker I	1.00	81.25	875	1.00	24	21,000
[REDACTED] Secretary II	.28	81.25	950	.28	24	6,364

(A)	SUBTOTAL: Positions receiving Employee Benefits.....	00.114
(B)	SUBTOTAL: Positions not receiving Employee Benefits*.....	
(C)	OVERALL EMPLOYEE BENEFIT RATE: <u>72</u> % Amount on Line A.....	00.777
(D)	TOTAL PERSONNEL: A + B + C + D.....	100.000

EXHIBIT C (Cont'd) -  
WORKSHEET

1	2	3	4	5	6
Operating Expenses (Itemize)	UNIT	COST PER UNIT	STATE SHARE	NUMBER OF PAYMENTS	STATE SUPPOR (Col. 3x4x5)
Travel (not to exceed state rates)	.285	500	100	12	6000
(E) TOTAL TRAVEL EXPENSES.....					6000
Space Rental	.94 sqft	483	100	12	5796
(F) TOTAL SPACE RENTAL EXPENSES.....					5796
Subcontract/Consultant Services					
(G) TOTAL SUBCONTRACTS/CONSULTANT SERVICES.....					
1	2	3	4		
OTHER OPERATING EXPENSES (Itemize)	TOTAL COST	% STATE SHARE	STATE SUPP		
Office Supplies	500.00	100	500.		
Telephone	2600.00	100	2600.		
Advertising	200.00	100	200.		
Postage	500.00	100	500.		
Utilities	400.00	100	400.		
Care Of Building	250.00	100	250.		
Equipment & Maintenance	250.00	100	250.		
Program Support	3653.00	100	3653		
(H) TOTAL OTHER OPERATING EXPENSES.....			3014		
(I) TOTAL STATE SUPPORT (Col. 6 & 4) Through H)			140.00		



FRINGE BENEFIT  
GUIDELINES  
Contract Uniformity

Exhibit D

Pursuant to the provisions of Article 1.8 (commencing with Section 242) of Chapter 2 of Part 1 of Division 1 of the Health and Safety code, the Department of Health Services, an agency of the State of California, sets forth the following policies, procedures, and guidelines regarding fringe benefits.

1. As used in this agreement with reference to state funds, fringe benefits shall mean an employment benefit given by one's employer to an employee in addition to one's regular or normal wages or salary.

2. As used herein, fringe benefits does not include:

- a. Compensation for personal services paid currently or accrued by the Contractor for services of employees rendered during the term of this agreement which is identified as regular or normal salaries and wages, vacation, sick leave, holidays, jury duty and/or military leave.
- b. Director's and executive committee member's fees
- c. Incentive or bonus pay
- d. Allowance for off-site pay
- e. Incentive or bonus pay
- f. Location allowances
- g. Hardship pay
- h. Cost-of-living differentials

3. Specific allowable fringe benefits are identified as:

Fringe benefits in the form of employer contributions for employer portion of payroll taxes (i.e., FICA, SUI, SDI, Training), employee health plans (i.e., health, dental, and vision), unemployment insurance, workers compensation insurance and employers portion of pension/retirement plans provided they are granted in accordance with established written organization policies and meet all legal and Internal Revenue Service requirements.

4. To be an allowable fringe benefit, it is agreed the cost must meet the following criteria:

- a. Be necessary and reasonable for the performance of the contract.
- b. Be determined in accordance with generally accepted accounting principles.
- c. Be consistent with policies that apply uniformly to all activities of the Contractor.

5. It is agreed by both parties that any and all fringe benefits shall be at actual cost.

6. Accrued Compensation

- a. Compensation for vacation, sick leave, and holidays is limited to that amount accrued within the contract term. Unused vacation, sick leave, and holidays earned from periods prior to the contract period cannot be claimed as allowable costs. (See page 2 for an example).
- b. For multiple year contracts, vacation and sick leave compensation which is accrued but not paid, due to employee(s) not taking vacation or sick leave may be carried over and claimed within the overall term of the multiple years of the contract. Holidays cannot be carried over. (See page 2 for an example).
- c. For single year contracts, vacation, sick leave, and holiday compensation which is accrued but not paid, due to employee(s) not taking time-off within the contract term, cannot be claimed as an allowable cost. (See page 2 for an example).

Contract Uniformity (Continued)  
Accrued Compensation Examples

Example No. 1:

If an employee, John Doe, is allowed three weeks of vacation and twelve days of sick leave each year then that is the maximum amount that may be claimed during a contract period. If John Doe has five weeks of vacation and eighteen days of sick leave at the beginning of the State contract term, the Contractor during a one year contract term may only claim up to three weeks of vacation and twelve days of sick leave actually used by the employee. Amounts earned/accrued in periods prior to the beginning of the contract are not an allowable cost.

Example No. 2:

If during a three year (multiple year) contract John Doe does not use his three weeks of vacation in year one nor his three weeks in year two, but he does actually use nine weeks in year three, then the Contractor would be allowed to claim all nine weeks paid for in year three. The total compensation over the three year period cannot exceed 155 weeks (3 x 52 weeks) of total compensation.

Example No. 3:

If during a single year contract John Doe works fifty weeks and uses one week of vacation and one week of sick leave and all fifty-two of these weeks have been billed to the State then the remaining unused two weeks of vacation and seven days of sick leave may not be claimed as an allowable cost.

# NOTICE OF ACTION

COUNTY OF \_\_\_\_\_

STATE OF CALIFORNIA  
HEALTH AND WELFARE AGENCY  
DEPARTMENT OF SOCIAL SERVICES

Notice Date : \_\_\_\_\_  
Case Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Worker Name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ADDRESSEE)

Questions? Ask your Cal-Learn Case Manager.

**State Hearing:** If you think this action is wrong, you can ask for a hearing. The back of this page tells you how.

As of \_\_\_\_\_:

The Cal-Learn transportation: ☐ payment ☐ increase  
you asked for is denied.

Here's why:

- ☐ You are already getting as much as the county can pay because:
- ☐ the maximum mileage rate is: \$ \_\_\_\_\_  
per \_\_\_\_\_.
  - ☐ public transportation is available.
  - ☐ Cal-Learn transportation is available.
- ☐ You are not in an approved Cal-Learn activity.
- ☐ The transportation you asked for is not needed to attend your approved Cal-Learn activity.
- ☐ Other:

You can also call your Cal-Learn case manager if you think this notice is wrong.

**Rules:** These rules apply. You may review them at your welfare office: MPP 42-750.1, 42-750.4

STATE OF CALIFORNIA  
HEALTH AND WELFARE AGENCY  
DEPARTMENT OF SOCIAL SERVICES

(ADDRESSEE)

**State Hearing:** If you think this action is wrong, you can ask for a hearing. The back of this page tells you how.

[illegible]

Item	Item
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M42-750J (CAL-LEARN) (12/93)